



Assessment of Entrepreneurship Skill Development on Job Performance of Office Technology and Management Graduate for Job Advancement in Ibarapa Polytechnics, Oyo State

Olore, R.I. and Adepoju, A.I.

Department of Office Technology and Management, Oyo State College of Agriculture and Technology, Igboora, Oyo State, Nigeria.

*rasidatolore@gmail.com; idayatullahi01@gmail.com 07032571217, 08133014133

Abstract

The rising unemployment rate in the last couple of years, particularly among graduates is believed to be largely responsible for the rising violent crimes and wide spread feeling of insecurity in the country, there is therefore the need to integrate vocational and technical education in the Nigerian educational system with a view to emphasize on the development of practical and applied skills including scientific knowledge which will lead to job creation and self-reliant. Hence, this study examined entrepreneurship skill development on job performance of Office Technology and Management graduate for Job advancement in Ibarapa Polytechnics, Oyo State. A total of 40 Office Technology and Management graduates were purposively selected as sample from the two polytechnics in Ibarapa; AdeseunOgundoyinPolytechni, Eruwa and Oyo State College of Agriculture and Technology, Igboora. Data collection was effected through the use of structured questionnaires administered on the Office Technology and Management graduate. Simple percentage and frequency counts were used to analyse demographic variable while Weighted Mean and Standard deviation were used to analyse data related to research questions coded into Statistical Package of SPSS. The findings of the study revealed that the respondents believed that entrepreneurship skills were needed for the advancement in their job was highly needed. The study revealed that respondents employed various possible measures on the entrepreneurship development for the advancement on their job. The study as well revealed that there are various job opportunities available for OTM graduates who acquire entrepreneurship skills. Based on the findings, it was recommended that government should ensure adequate supports and provision of entrepreneurship skills developments facilities necessary for graduates for self-employment and job advancement. Government should strengthen the importance of entrepreneurship skill development in related to course program of Office Technology and Management students towards job advancement. Institutions should also adopt and enhance the teachings of adequate entrepreneurship skills necessary for OTM program for graduates towards self-employment and job advancement. Institution should make entrepreneurship skills development mandatory on all students of learning towards individual competency and job advancement.

Keywords: Entrepreneurship, Office Technology and Management (OTM), Job Advancement, Skill Development.

Introduction

Entrepreneurship is an individual's ability to turn ideas into action. It includes creativity, innovation and risk-taking, as well as the ability to plan and manage projects in order to achieve certain objectives (Hartman, 2017). He sated further that it is also seen as vital to promoting innovation, competitiveness and economic growth, fostering the creation of new firms and business growth. Entrepreneurship skills provide benefits regardless of whether a person sees their future as starting a business, they can be used across people's personal and working lives as they encompass creativity, initiative, tenacity,

teamwork, understanding of risk and a sense of responsibility, Esene (2014).

Ndikanwu and Aninye (2014) described entrepreneurship as the process of bringing together creative and innovative ideas and coupling these with management and organizational skills in order to combine people and other resources to meet an identified need and create wealth.

According to Esene and Mgbonyebi (2015) one of the national education goals is principally the acquisition of appropriate skills and the development of mental, physical and social abilities and competencies as equipment for



the individual to leave in and contribute to the development of the society, (FRN, 2013).

Consequently, the dysfunctional education that is devoid of entrepreneurial skill development therefore laid foundations of militia agitation as unemployment dominated national discourse.

This also stresses the fact that vocational and technical education exposes the learner towards the development of demonstrative skills which could be transformed into economic benefit. The economic development of nation depends solely on the interrelatedness of learners on entrepreneurship, vocational and technical education and training business and employment opportunities for our youths.

Office technology and management is a form of education geared towards the development of skills, knowledge and abilities needed to enable the trainees perform effectively in an office environment (Chugbuson and Pwol, 2009). The course can be used to describe the various courses of subjects required for work by prospective office managers. Office Technology and Management mean different types of office machines and equipment clerks use in discharging their duties. These facilities include classrooms, laboratories, model office and electricity (power) among others.

According to Oyinkoye and Oluwaloda (2010), Office Technology and Management is a new nomenclature that emerged to replace the formal secretarial studies programme and was introduced by the National Board for Technical Education in 2004. They both emphasized that the change was meant to make the programme and its recipients more ICT compliant and to adequately fit into the world of work appropriately, especially in this modern age of globalization, where equipment and new machines are emerging daily.

The Dictionary of Management by Daniel (2006), defined skill as learned responses, often as a result of specific training which afford someone the ability to perform a particular task and achieve a particular objective. Also Bleak in Uzor and Ike (2010) described skill as ability to do something well, gained through skill as one's personal competencies in the performance of specific

tasks acquired after a period of training or experience.

Akpotowoh and Amahi (2016) opined that the entrepreneurship skills acquired in Office Technology and Management programme promotes and equips graduates with requisite skills to establish and run businesses of their own. Graduate of Office Technology and Management Programme without the relevant entrepreneurial skills will find the labour market most unrewarding and unfavourable in terms of creating job for them instead of seeking jobs where non-exist.

Awogbenie and Iwuamadi (2010) define entrepreneurial skills as knowledge or competence which is demonstrated by action. Skills are abilities to perform in a certain way. Synonymous with skills are the words competencies and abilities. Entrepreneurial skills are the basic skills required for a sound-starting, development, financing and marketing of home business enterprise (Lyve, 2005).

Nigeria as a nation is rapidly growing in population. The demand for food, shelter, clothing and health care is seriously on the increase. The available white collar jobs are inadequate to absorb our youths after graduation from school by implication, unemployment rate has been on the increase, and mass unemployment situation has led to series of odd vices like armed robbery, human trafficking, kidnapping and assassinations are all over in Nigeria. This state of affairs has resulted in instability and insecurity in this country (Ebenehi and Oguiche, 2012).

Owing to those challenges, there is need for individual to think of ways to become self-reliant and self-employed rather than waiting for white collar jobs. Unemployment is a common trend which every nation strives to eradicate. The government at various times emphasizes the need for its citizens, Office Technology and Management (OTM) graduates inclusive, to look inward due to the dwindling economic situation and resultant massive employment of both youths and adults. Hence, the study emphasis on the entrepreneurship skills development of Office Technology and Management (OTM) for job advancement to provide them with relevant knowledge, skills and attitude necessary for individuals to secure self-paid employment.



The main objective of the study was to examine the entrepreneurship skills development of Office Technology and Management (OTM) Graduate for Job Advancement in Ibarapa Polytechnics and specifically, the study sought to: identify entrepreneurship skills needed by Office Technology and Management (OTM) Graduate for job advancement, determine the possible measures to be employed to improve on the entrepreneurship skill development, as well determine the job opportunities available for Office Technology and Management (OTM) with entrepreneurship skills development

Materials and Methods

This study adopted survey research design using the two Polytechnics in Ibarapa Land, Oyo State. The study was carried out at AdeseunOgundoyin Polytechnic, Eruwa and Oyo State College of Agriculture and Technology, Igboora, Oyo State. The population of the research comprised of 40

secretaries from two tertiary institutions. The research instrument for the study was structured questionnaire which was divided into two sections; section A and B. Section A dealt with personal data of the respondents which includes, gender, age and work experience while section B of the questionnaire contained questions on Entrepreneurship Skill Development on Job Performance of Office Technology and Management Graduates Job Advancement. Reliability test was carried out to determine the consistency of the instrument in collecting the data as required.

Frequency counts and Percentage were used to analyse demographic variables of the respondents. Mean and Standard deviation were used to answer research questions. For opinion purposes, any item mean 2.50 and above was accepted while any item mean below 2.50 was rejected. In addition, personal interviews were used.

Results

Table 1: Entrepreneurship skills needed by OTM graduate for job advancement.

S/N	ITEMS STATEMENT	N	Mean	S D	(Remarks)
1	Communication skills	40	3.88	0.0404	HN
2	Creative skill	40	3.78	0.0479	HN
3	Record management skill	40	3.55	0.0504	HN
4	Planning skill	40	3.80	0.0405	HN
5	Managerial skill	40	3.63	0.0629	HN
6	Psychomotor skill (machine tools ability to operate)	40	3.58	0.0636	HN
7	Self – confidence skill	40	3.68	0.0656	HN
8	Organizing skill	40	3.20	0.0853	MN
9	Analytical skill	40	3.00	0.0906	MN
10	Computer skill or professional software skills	40	3.73	0.0506	HN

Source: Field Survey, 2023

Table 1 above shows entrepreneurship skills needed by OTM Graduate for job advancement in Ibarapa Polytechnics. The tables revealed that all the ten (10) items were highly needed (Entrepreneurship Skills) with the mean score of 3.00 and above. In

summary, this connotes that all the respondents believed that Entrepreneurship Skills were needed for the advancement in their job. The standard deviation of 0.0404 to 0.0906 all indicated that the respondents were close in their responses.

Table 2: Possible measures to be employed to improve on the entrepreneurship skills development of OTM graduate for job advancement

S/N	ITEMS STATEMENT	N	Mean	S D	Remarks)
1	Attending events and workshops	40	3.40	0.0901	Accepted
2	Participating in leadership responsibilities	40	3.03	0.0698	Accepted
3	Acquire standard education training	40	3.08	0.0572	Accepted
4	On – the job training	40	3.35	0.0483	Accepted
5	Internship or apprenticeship	40	3.23	0.0698	Accepted
6	Be psychologically stable	40	3.38	0.0586	Accepted
7	Must be a good leader	40	3.50	0.0506	Accepted
8	Good principle oriented	40	3.53	0.0506	Accepted
9	Read books and articles on entrepreneurship skills	40	2.73	0.0784	Accepted
10	Take online courses on entrepreneurship skills	40	3.03	0.0698	Accepted

Source: Field Survey, 2023.



Table 2 above shows the possible measures to be employed to improve on the entrepreneurship skills development of OTM graduate for job advancement in Ibarapa Polytechnics. The table revealed that all the ten (10) items was accepted indicating with the mean score of 2.50 and above. The standard deviation of 0.483 to 0.901 all

indicated that the respondents were close in their responses.

In summary, the table revealed that the respondents employed various possible measures on the entrepreneurship development for the advancement on their job.

Table 3: Job opportunities available for Office Technology and Management (OTM) graduate with entrepreneurship skill development

S/N	ITEMS STATEMENT	N	Mean	S D (Remarks)
1	Establishing and managing personal business centre	40	3.80	0.0464 Accepted
2	Engaging in cyber café business	40	3.23	0.0650 Accepted
3	Establishing of secretarial and computer institute	40	3.78	0.0577 Accepted
4	Writing and publishing of books and for other professional and articles in the discipline	40	2.80	0.0966 Accepted
5	Organizing of workshops and seminars for office workers	40	3.10	0.0709 Accepted
6	Consultation	40	2.95	0.0552 Accepted
7	Sales and distribution of Global System Mobile (GSM)	40	2.70	0.0823 Accepted
8	Selling of computer and it accessories	40	3.05	0.0749 Accepted
9	Dealing in office machine business	40	3.48	0.0554 Accepted
10	Administrative secretary	40	3.73	0.0506 Accepted

Source: Field Survey, 2023.

Table 3 above shows the job opportunities available for (OTM) graduate with entrepreneurship skill development in Ibarapa Polytechnics. The table revealed that all the ten (10) items is accepted indicating with the mean score of 2.50 and above. The standard deviation of 0.464 to 0.966 all indicated that the respondents were close in their responses. In summary, this indicates that there are various job-opportunities available for OTM graduates who acquire Entrepreneurship skills.

Discussion of Findings

Entrepreneurship skills needed by OTM graduate for job advancement

Data in table 1 revealed that all the respondents believed that Entrepreneurship Skills were highly needed for advancement in secretaries' job. This goes in line with the assertion of Asuguo in Esene and Mgbonyebi (2015) who agreed that entrepreneurship education has been gradually accepted as unique courses now offered and taught among higher education institutions in Nigeria aimed at equipping students with skills and competencies to make the self-reliant and employer of labour on graduation.

In Office Technology and Management Programme, one of the grand objectives at the National Diploma and Higher National Diploma levels in Nigeria polytechnics as spelt out in the NBTE (2004) Office Technology and

Management studies curriculum/course specifications is to create general entrepreneurship awareness in the student with a view to inculcating in him the spirit of self-reliance.

Possible measures to be employed to improve on the entrepreneurship skills development of OTM graduate for job advancement

Data in table 2 revealed that all the respondents employed various possible measures on the entrepreneurship development for the advancement in their job. This was indicated in the table which revealed that all the ten (10) items was accepted with the mean score of 2.50 and above. The standard deviation of 0.483 to 0.901 all indicated that the respondents were close in their responses.

Job opportunities available for Office Technology and Management (OTM) graduate with entrepreneurship skill development

Data in table 3 revealed that there are various job opportunities for OTM graduates who acquire entrepreneurship skills. This was in agreement with the believe of Shyllon (2006) who posited that there were other areas where graduate of OTM can contribute meaningfully to the socio-economic development of the nation is through self-employment and self-reliance which involves:



establishing and managing personal business centres, cyber cafes, secretarial/computer institutes, writing and publishing of books and articles in the discipline for other professionals. Others are organizing of workshops and seminars for office workers, providing consulting service for organizations in the recruitment exercise, sales and distribution of GSM, computers and its accessories, office machines etc.

Conclusion

Based on the findings of the study, it was concluded that the respondents believed that Entrepreneurship Skills were needed for advancement in their job were highly needed, various possible measures on the entrepreneurship development for the advancement in their job were employed and job opportunities were available for OTM graduates who acquires Entrepreneurship Skills. It was therefore concluded that secretaries in the study area functions and contribute meaningfully towards the success of all organizations where they are engaged through various entrepreneurship skills acquired. This is because entrepreneurship skills which were needed for the advancements in their job were highly needed, various possible measures on the entrepreneurship development for the job advancement on the job were employed and opportunities were available for OTM graduates who acquire entrepreneurship skills. The major findings are stated below:

1. The study revealed that the respondents believed that Entrepreneurship Skills were highly needed for advancement in their job.
2. The study as well revealed that the respondents employed various possible measures on the entrepreneurship development for the advancement in their job.
3. The study revealed that there are various job opportunities for OTM graduates who acquire entrepreneurship skills.

Recommendations

Based on the findings of the study, the following recommendations were made:

1. Government should ensure adequate supports and provision of entrepreneurship skills development facilities necessary for graduates of

- OTM for self-employment and job advancement.
2. Government should strengthen the importance of entrepreneurship skill development in related to course program of Office Technology and management Student towards job advancement.
3. Institutions should also adopt and enhance the teachings of adequate entrepreneurship skills necessary for OTM program for graduates towards self-employment and job advancement.
4. Institutions should make entrepreneurship skills development mandatory on all students of learning towards individual competency and job advancement.
5. Office Technology and Management Student should ensure full participation in any available entrepreneurship skill development training towards their job advancement.
6. Students should also give proper and correct attitude to learning of entrepreneurship skill development available for their job competency and job advancement.

References

- Akpotohwoh, F.C. and Amahi, F.U. (2016). Perceptions of business teacher educators and small business operators on identified critical factors for a successful entrepreneurship. *Business Education Journal*. Vol. 5(2), 72 - 81
- Awogbenle, A. C. and Iwuamadi, K. C. (2010). Youth Unemployment Entrepreneurship Development Programme as an Intervention Mechanism. *African Journal of Business Management* 4, 831 – 835
- Chugbuson, A. and Pwoi, Y. (2009). Entrepreneurship opportunities in Office Technology and Management *Journal for Promotion and Advancement of Secretariat Profession* (SECFORUM), 4 (1), 52 – 63
- Daniel, H. (2006). Academic dictionary of management. Academic (India) publishers. New Delhi: ISBN: 8185185417.



- Ebenehi, A.S. & Oguiche, I.O (2012). Vocational and technical education and the survival of the youths. A paper presented at a conference held by the school of vocational and Technical education between 14th-16th July 2012, Kogi State College of Education, Ankpa.
- Esene, R .A and Mgbonyebi, D. C. (2015), Towards improving the strategies of effective teaching of entrepreneurship development education courses to OTM students of Polytechnics in Delta State. Journal of Education and Practice. ISSN 2222-1735, ISSN 2222-288X, Vol. 6, No 31.
- Esene, R. A. (2014). Professional ethnics and social responsibility for higher institutions, Benin-city: Ruyi Publishers, Benin, Edo State, pp. 45-48.
- FRN (2013). Federal Republic of Nigeria Influence of School Farm on Teaching of Agricultural Science in Senior Secondary Schools. In Ibarapa LGA Area, Oyo State.
- Hartman B. (2017) Entrepreneurship skills acquisition models for small scale business management: Book of reading in Business Education: Nigeria Association of Business Educators. 1 (1), 58-67.
- NBTE (2004). Office Technology and Management Curriculum and Course specifications for National Diploma and Higher National Diploma.
- Ndikanwu, F. I. and Aninye, R. L. (2014). Entrepreneurship Education: A Panacea for sustainable national development of Nigeria. The modern Technologist. *A multidisciplinary Journal of Research* 1 (1), 119 – 128
- Oduma, C.A. (2010). A survey of employers' perception of the professional competencies needed by business Education graduate for gainful employment in organization. Journal of Business and vocational education. 1(1), 25-37.
- Oyinkoye, O. T. and Oluwaroda, F. K. (2010). The Place of Office Technology and Management Curriculum and Information and Communication Technology in Poverty Alleviation effects in Nigeria. *Secretarial Forum Journal for the Promotion and Advancement of Management and Secretarial Profession*. 5, 38 – 52
- Shyllon, A. K. (2006). Entrepreneurship training and Business education. *Business Education Journal* 4 (1), 137 – 149
- Uzor, O. and Ike, B. O. (2010). Business Education and Employable Skills in the E-era. Nigerian Journal of Business Education, Vol. 1 (1), pp 54 - 59