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Effect of ICT as a Tool for Entrepreneurship Opportunity for OTM Students in Gombe State Polytechnic, Bajoga

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Abstract

The objective of this research was to investigate the effect of Information and Communication Technology (ICT) as a facilitator of entrepreneurial opportunities for Office Technology & Management (OTM) students at Gombe State Polytechnic, Bajoga. Conducted within the institution, the study aimed to ascertain whether ICT serves as a catalyst for entrepreneurship among OTM students. Specifically, it examined the correlation between ICT skills and entrepreneurial prospects, focusing on the relevance of Information and Communication Technology skills in fostering entrepreneurship among OTM students. The research methodology involved literature review and questionnaire administration, addressing five key research inquiries, including the ICT skills pertinent to OTM students and the role of micrographic technology in leveraging ICT for entrepreneurial opportunities. Data analysis employed the simple mean method, leading to data presentation, conclusions, and recommendations. Sixty questionnaires were distributed, with forty successfully retrieved. The findings underscore the significance of ICT proficiency in nurturing entrepreneurship among OTM students, highlighting avenues for further research and policy implications. This led to the presentation of data and the conclusion was drawn with the recommendation, A total number of sixty (60) questionnaires were administered to the respondents and forty (40) were recovered.

Keywords: Information Communication Technology (ICT), Entrepreneurship, Opportunity, Students, Office Technology & Management (OTM), Gombe State Polytechnic, Bajoga.

Introduction

The emergence of Information and Communication Technology (ICT) in Nigeria has posed a serious challenge to all facets of the Nigerian economy. This has necessitated executive secretaries has to move further to keep abreast of the current technology as it affects office procedures and operations. For executive secretaries to contribute effectively and efficiently to the achievement of goals and objectives of the organization and stay self-defended they have to be well grinded with ICT skills and be given a learning environment on continuous basis in order to acquaint themselves with new challenges in the office as well as their place of occupations. Nevertheless, there is no doubt that advancement in technology has reshaped and transformed the way executive secretaries discharge their duties.

The aims in taking I.C.T as a tool for entrepreneurship opportunity for OTM Students include: to update the OTM and administrative employees to revamp their professional knowledge, skills, and competencies and to broaden their knowledge of the core areas of specialization in order to be contented and stay self-reliance (Itotoh, 1996). Collins (1994) opined that there should be some constant retraining exercises for OTM students in order to be well equipped and up-to-date in their knowledge, attitude and skills. Retraining and developing in OTM in the above areas will enable them to even become an entrepreneur for self-reliance and discharge their duties and responsibilities effectively and efficiently and with higher degree of performance. Agbo (2006), described an executive secretary as an employee who can cope with all the stress and demands of the office in a manner that will ensure his/her overall control of the crises that may emanate from managing records, communication, information, people and other resources that are intrinsically involved in making office the nerve center of any business organization. Executive secretary is seen as an administrative assistant who is able to cope with the stress involves in his work and who is able to carry out his assigned responsibilities with less or no supervision. Public establishments according to Oldroyd (1994) are government owned, financed, controlled and managed organizations. Therefore, an effective and efficient public establishment is one that has workers who exhibit high levels of job quality performance, high productivity and organizational commitments. According to Cole (1996), ICT is a tool that leads an activity designed to improve key areas of skills and knowledge electronically. Technological advancement has been extended to all spheres of human endeavors. Offices are daily modernized through the use of latest equipment and procedures. These affect the executive secretary and his profession.

The challenges of new techniques and innovations demand from executive secretaries much greater responsibilities and improved performances on their jobs. The essences of providing ICT for OTM students is to enable them develop professionally; keep

abreast on new knowledge and technology in their place of operations. Ordile (2007) observes that ICT programmes have continued to experience the constraints of inadequate funds. There is also the management inability to recognize ICT as a tool for entrepreneurship to OTM students, the work force is generally under-tapped, under-utilized and therefore falls short of its anticipated contributions to the realization of organizational goals. Therefore, these above inadequacies, if not properly addressed will result in poor performance, difficulty in attaining organizational goals and objectives, and lack of individual development and so on. These anomalies should urgently be corrected for the benefit of both the self-reliance of OTM students, organizations and their staff members. It is therefore very significant to find out the I.C.T as a tool for entrepreneurship opportunity for OTM students.

Problem Statement

The rapid advancement of ICT has created new entrepreneurial opportunities; however, many OTM students still lack adequate ICT competence, modern digital exposure, and institutional support needed to leverage ICT for entrepreneurship. This gap limits their readiness for the digital-driven labour market and restricts their capacity for self-employment.

Objectives of the Study

1. To identify ICT skills required by OTM students for entrepreneurial opportunities.
2. To assess the human relations skills required for OTM students to achieve self-reliance.
3. To examine the administrative/managerial skills needed by OTM students for entrepreneurial growth.
4. To determine the reprographic technology skills needed to create entrepreneurial opportunities for OTM students.

Research Questions

1. What ICT skills are required by OTM students for entrepreneurship?
2. What human relations skills are necessary for OTM students?
3. What administrative/managerial skills do OTM students need for entrepreneurial growth?
5. What reprographic technology skills are required to create entrepreneurial opportunities for OTM students?

Research Hypotheses

H01: There is no significant relationship between ICT skills and entrepreneurial opportunities among OTM students.

H02: Human relation skills have no significant influence on self-reliance among OTM students.

H03: Administrative/managerial skills do not significantly affect entrepreneurial growth among OTM students.

H04: Reprographic technology skills do not significantly contribute to entrepreneurial opportunities among OTM students.

Definition of Terms

Information: -is the communication or reception of knowledge or intelligence or facts provided or learned about something or someone.

Communication: -is the imparting or exchanging of information by speaking, writing or using some other medium. Or means of sending or receiving information's such as telephones lines or computers.

Technology; is the collection techniques, skills, methods and processes used in the production of goods or services or in the accomplishment of objectives, such as scientific investigation.

Information and Communication Technology (ICT); the acronym (ICT) stand for Information and Communication Technology, is an umbrella term that includes any communication device or applications, encompassing; radio, television, cellular phone, computer and network hardware and software, satellite system and etc.

Tools in ICT: - information and communication tools are digital infrastructure such as; computers, laptops, desktops, data projector, software programs, printers, scanners and interactive teaching box.

Entrepreneurship; business dictionary defined entrepreneurship as a capacity and wiliness to develop, organized and manage a business venture along with any of its risks in order to make profit.

Opportunity: is a set of circumstances that makes it possible to do something.

Telecommunication: -is a communication over a distance by cable, telegraph, telephone or broadcasting. Or the transmission of signs, signals, messages, words, writings, images and sound or information of any nature by wire, radio, optical or other electromagnetic systems.

Micrograph: - or Photomicrograph: -is a photograph or digital image taken through a microscope or similar device to show a magnified image of an object. Or is the practice or art of using microscopes to make photographs.

Stenograph: -Any of various keyboard, machines for writing a shorthand.

Reprography: -is the reproduction of graphics through mechanical or electrical means such as photograph or xerography. Or the science and practice of copying documents and pictures for publishing.

OTM: - Office Technology and Management.

Literature Review

Nowadays, Executive Secretaries use Computers instead of typewriters. With the help of Computers, they perform tasks that were once done by managers. For example, they use Computer software to manage data. They use Spreadsheet programs to arrange and compute numbers. They use database Software to organize data and create tables. They also use Computers to produce finished documents, such as reports. They operate office equipment such as photocopiers. They study management methods and suggest ways to improve workflow. Personal attributes of Executive Secretaries According to Edun and Ajetunmobi

(2000), the following are some qualities which can be 'learned, required and/or developed through use and trainings by Executive Secretaries:

Need for OTM Students in Entrepreneurial Field.

OTM Student is an individual who is expected to be grounded with ICT skill and other related skills in the area of specialization such as Team building, Book keeping skills, Analytical and Problem solving skills, Decision making skills and Listening/Communication skills, Computer skills including ability to operate Computerized accounting, spreadsheet and word processing programme at a high proficient level, stress management skills and time management skills.

Entrepreneurial (ICT) Skills for OTM Students

The Computerization of the office has added a new dimension to the role of executive secretaries in information and communication technology. Executive secretaries are therefore required to possess ICT skills to remain relevant in modern offices. Employers are of the view that advancement in technology, innovations in Computer, telecommunication and the resultant effects have probably rendered executive secretaries effective in the electronic office (Okereke, 2005).

Computer Technology Skills

The Computer as one of the ICT components is the bedrock of information technology. Osuala (2004), defined the Computer as an electronic machine that accepts data through an input, does the arithmetic operations with a pre-defined programme for safe keeping or for later use. Components of Computer include the monitor, Central Processing Unit (CPU), keyboard, mouse, printer and a modem (Alhassan, 2001). According to Nweke (2007), Computer is an electronic device that receives, retrieves, and processes data, and can be programmed with instructions. He further said that Computer is an electronic device that receives data as input, processes it, and gives out the results as output. Computer as a device is capable of receiving, processing, storing and retrieving data and can be programmed with instructions.

The Internet Skills

Internet skills are one of the Information and Communications Technologies that executive secretaries should possess and developed the skills to operate. The internet as an international network of Computers has reduced the globe into a small village.

The executive secretary should possess the necessary skills required to use these resources for her effectiveness in information dissemination, records management and general workflow. As enumerated by Menunwa (2001), internet resources include the following:

1. E-mail
2. Internet Relay Chart
3. Public voice messaging

4. Video conferencing
5. Mobile Telephone System
6. Internet Address and Host Address.

Internet skills enable the OTM department to link up with the various departments within the organization as well as the outside world. He is able to supervise subordinates and other office functions effectively and efficiently.

Telecommunication Skills

Telecommunication is another component of Information and Communications Technology (ICT). It is also another technology skill the executive secretary requires and to improve upon as to be effective in office communication.

Agomuo (2005) stated that telecommunications may be referred to all two-way communication over distance or the transmission of signals over distances. Computers can be linked over telephone lines using modems to convert digital output into suitable analogue signals. This made Ojukwu and Ojukwu (2002) outlined the telecommunication skills needed to be developed by executive secretary for effective office communication to include:

1. Ability to send and receive E-mail
2. Ability to manage and mail services (incoming and outgoing)
3. Ability to fax messages
4. Ability to operate teleconferencing facilities
5. Ability to send and receive message through Computer networks: Local Area Network (LAN) and Wide Area Network (WAN).
6. Ability to send and receive correspondence by telex, telephone, mobile phone, private branch exchange
7. Ability to know modem and telecom and their functions

OTM must be vast in ICT skills so also the human relations skills for effective operations in the organization.

Reprographic Technology Skills for Training Needs of OTM Students

Gupta (2003) stated that reprography is the process of producing multiple copies of a document, that it includes collating, folding, building and another related task. The executive secretary needs to acquire and to improve on reprographic technology skill to retain her position and be relevant in office communication (Nwogwugwu, 2002). The executive secretary needs to improve on its reprographic skills in order to operate effectively these modern office machines so as to adequately carry out numerous office functions that are repetitive, boring and cumbersome. For effective office communication, reprographic skills that executive secretary requires and needed to be retrained for effective office communications as follows:

1. Ability to select appropriate production process, collating and binding, ensuring quality control.
2. Ability to use electronic scanning facilities.
3. Ability to program and operate reprographic equipment.
4. Ability to understand and follow safely procedures.
5. Ability to perform basic maintenance on reprographic equipment
6. Word processing and data processing skill
7. Knowledge of supplies, equipment service ordering and inventory control
8. Ability to resolve customers complaints and concern
9. Knowledge of customer service standards and procedures.

Iro-Idoro (1999), explains reprography as "the art of reproducing copies of documents, bulletins and reports so that everyone who needs to have a copy can be supplied.

Micrographic Technology Skills for Training Needs of OTM Students

Emmanuel (2000) in Madaki (2006) defined micrographic as the process of storing, photography, reducing and recording paper documents and Computer-generated output on microfilms. This includes Computer assisted retrieval (CAR) mechanism. It replaces traditional paper records management of using folder and cabinets to categorize data. According to Ojukwu and Ojukwu (2002) and Nwosu (2002), executive secretaries need in-service training in the following micrographic skills to operate effectively in the office:

1. Ability to select appropriate micrographics technique in coding, storing destroying, retaining, transforming and copying documents.
2. Ability to access files using appropriate techniques e.g. serval access, random access etc.
3. Ability to organize files with the use of Computers.
4. Ability to save, code, index and retrieve documents on disks, microfilms and other organic media.
5. Ability to data capture, files creation, files updating, report writing, file inquiry.
6. Ability to identify types of files and types of storage files, including master files and transactions.
7. Ability to operate electronic filing, indexing.
8. Ability to apply electronic referencing, accessing and transferring records.

Methodology

A descriptive survey research design was adopted. The study population comprised all OTM students in Gombe State Polytechnic, Bajoga. A structured questionnaire was used for data collection. Sixty questionnaires were distributed, and forty were successfully retrieved. Data were analyzed using descriptive statistics (simple mean and percentage). The methodology ensured reliable measurement of the targeted skills dimensions ICT, human relations, managerial, and reprographic skills.

Data Analysis

Table 1: personal data

S/NO	Items	Frequency	Percentages %
1.	**Gender:**		
	Male	34	85%
	Female	6	15%
	Total	**40**	**100%**
2.	**Level:**		
	Gombe State Polytechnic, Bajoga	40	100
	Total	**40**	**100**

Research question one: What are the information communication technology (ICT) skills needed for OTM Students?

Analysis of data relating to question 1 is presented in Table 2.

Table 2

Questions	Response Option	No. of Respondents	Percentages %
Question one: Creating and storage of information are the ICT skills needed for OTM Students.	Strongly Agree	26	65
	Agree	14	35
	Disagree	0	0
	Strongly Disagreed	0	0
	Total	**40**	**100%**
Question two: Manipulation and dissemination of information are the ICT skills needed for OTM Students.	Strongly Agree	15	37.5
	Agree	20	50
	Disagree	2	5
	Strongly Disagree	3	7.5
	Total	**40**	**100%**
Question three: Send and receive e-mail are the ICT skills needed for OTM Students.	Strongly Agree	20	50
	Agree	20	50
	Disagree	0	0
	Strongly Disagree	0	0
	Total	**40**	**100%**
Question four: Operate teleconferencing facilities is one of the ICT skills needed for OTM Students.	Strongly Agree	32	80
	Agree	8	20
	Disagree	0	0
	Strongly Disagree	0	0
	Total	**40**	**100%**

Questions	Response Option	No. of Respondents	Percentages %
Question five: **File tax returns through the internet is the ICT skill needed by OTM Students.**	Strongly Agree	17	42.5
	Agree	15	37.5
	Disagree	5	12.5
	Strongly Disagree	3	7.5
	Total	**40**	**100%**

Research question two: What are the human relations skills needed for OTM?

Analysis of data relating to research question (2) is presented in Table 3.

Table 3

Questions	Response Option	Number of Respondents	Percentages %
Question six: **Building team-work among colleagues is one of the human relation skills needed for OTM.**	Strongly Agree	30	75
	Agree	10	25
	Disagree	0	0
	Strongly Disagreed	0	0
	Total	**40**	**100%**
Question seven: **Ability to employ fact and initiative in dealings with the public are the human relation skills needed for OTM.**	Strongly Agree	15	37.5
	Agree	15	37.5
	Disagree	7	17.5
	Strongly Disagree	3	7.5
	Total	**40**	**100%**
Question eight: **Promote harmony between people of different culture is the human relation skills needed for OTM.**	Strongly Agree	20	50
	Agree	15	37.5
	Disagree	2	5
	Strongly Disagree	3	7.5
	Total	**40**	**100%**
Question nine: **Friendly and helpful to others are the human relation skills needed for OTM.**	Strongly Agree	23	57.5
	Agree	17	42.5
	Disagree	0	0
	Strongly Disagree	0	0
	Total	**40**	**100%**
Question ten: **Image-making ability for the boss and the organization is the human relation skill required OTM**	Strongly Agree	10	25
	Agree	30	75
	Disagree	0	0
	Strongly Disagree	0	0
	Total	**40**	**100%**

Research question three: What is the administration/managerial skills for needed OTM to promote entrepreneurial growth?

Analysis of data relating to research question (3) is presented in Table 4

Table 4

Questions	Response Option	Number of Respondents	Percentages %
Question eleven: **Inspiring and motivating employees are the administration/managerial skills for needed OTM,**	Strongly Agree	17	42.5
	Agree	10	25
	Disagree	6	15
	Strongly Disagreed	7	17.5
	Total	**40**	**100%**
Question twelve: **Ability to provide adequate leadership for subordinates is the administration/managerial skills for needed OTM.**	Strongly Agree	34	85
	Agree	6	15
	Disagree	0	0
	Strongly Disagree	0	0
	Total	**40**	**100%**
Question thirteen: **Delegate responsibilities accurately are the administration/managerial skills for needed OTM student.**	Strongly Agree	19	47.5
	Agree	10	25
	Disagree	4	10
	Strongly Disagree	7	17.5
	Total	**40**	**100%**
Question fourteen: **Delegate responsibilities accurately are the administration/managerial skills for needed OTM student.**	Strongly Agree	10	25
	Agree	30	75
	Disagree	0	0
	Strongly Disagree	0	0
	Total	**40**	**100%**
Question fifteen: **Selecting the best way to handle confidential information is an administration/managerial skill for needed OTM.**	Strongly Agree	25	62.5
	Agree	12	30
	Disagree	3	7.7
	Strongly Disagree	0	0
	Total	**40**	**100%**

Research questions four: What are the reprographic technology skills needed by OTM Students to create entrepreneurship opportunity for OTM Students?
Analysis of data relating to research question 4 is presented in Table 5.
Table 5

Questions	Response Option	Number of Respondents	Percentages %
Question sixteen: **Performing basic maintenance on reprographic equipment is a reprographic skill needed by OTM Students.**	Strongly Agree	17	42.5
	Agree	16	40
	Disagree	7	17.5
	Strongly Disagreed	0	0
	Total	**40**	**100%**
Question seventeen: **To reproduce neat documents (quality control) is a reprographic skill for OTM.**	Strongly Agree	19	47.5
	Agree	18	54
	Disagree	3	7.5
	Strongly Disagree	0	0
	Total	**40**	**100%**
Question eighteen: **Selecting appropriate production process, collating and binding services are the reprographic skills needed by OTM Students.**	Strongly Agree	14	35
	Agree	19	47.5
	Disagree	4	10
	Strongly Disagree	3	7.5
	Total	**40**	**100%**
Question nineteen: **Use of electronic scanning facilities is a reprographic skill needed by OTM Students.**	Strongly Agree	33	82.5
	Agree	7	17.5
	Disagree	0	0
	Strongly Disagree	0	0
	Total	**40**	**100%**
Question twenty: **Embolden or reduce tests using reprographic machines is a reprographic skill needed by OTM Students.**	Strongly Agree	13	32.5
	Agree	27	67.5
	Disagree	0	0
	Strongly Disagree	0	0
	Total	**40**	**100%**

Discussion of Results

Data Analysis of Table 1; Data in table one shows that 34 (85%) of the respondents are males while 6 (15%) are females.

Data Analysis of Table 2; Research question one which has five questions shown in table 2 above, shows that in question one (1), 26 respondents representing 60% strongly agreed that

Creating and storage of information are the ICT skills needed for OTM Students, 14 respondents representing 35% agreed with the same statement. Question (2) revealed that 15 respondents representing 37.5% strongly greed that Manipulation and dissemination of information are the ICT skills needed for OTM Students, 20 respondents representing 50% agreed with the same statement, while 2 respondents representing 5% disagreed the same statement and 3 respondents representing 7.5% strongly disagreed with the same statement. In question (3) indicates that 20 respondents representing 50% strongly agreed that Sending and receiving e-mail are the ICT skills needed for OTM Students. While 20 respondents representing 50% agreed with the same statement. Question (4) also revealed that 32 respondents representing 80% strongly agreed that Operate teleconferencing facilities is one of the ICT skills needed for OTM Students. While 8 respondents representing 20% agreed with the statement. Question (5) indicates that 17 respondents representing 42.5% strongly agreed that File tax returns through the internet are the ICT skill needed by OTM Students. 15 respondents representing 37.5% agreed with the statement. While 5 respondents representing 12% disagreed with the statement and 3 respondents representing 7.5% strongly disagreed with the same statement

Data Analysis of Table 3; Research question two (2) which has five questions shown in table 3 above indicates that in question six (6), 30 respondents representing 75% strongly agreed that Building team-work among colleagues is one of the human relation skills needed for OTM. While 10 respondents representing 25% agreed with the same statement. Question (7) revealed that 15 respondents representing 37.5% strongly greed that Ability to employ fact and initiative in dealings with the public are the human relation skills needed for OTM. 15 representing 37.5% agreed with the same statement. While 7 respondents representing 17.5% disagreed with the same statement and 3 respondents representing 7.5 strongly disagreed with the same statement. In question (8) indicates that 20 respondents representing 50% strongly agreed that Promote harmony between people of different culture is the human relation skills needed for OTM. 15 respondents representing 37.5% agreed with the same statement. While 2 respondents representing 5% disagreed with the same statement and 3 respondents representing 7.5 strongly disagreed with the same statement. Question (9) also revealed that 23 respondents representing 57.5% strongly agreed that Friendly and helpful to others are the human relation skills needed for OTM. While 17 respondents representing 42.5% agreed with the same statement. Question (10) indicates that 10 respondents representing 25% strongly agreed that Image-making ability for the boss and the organization is the human relation skill required OTM, 30 representing 75% respondents agreed with the same statement.

Data Analysis of Table 4; Research question three (3) which has five questions shown in table 4 above indicates that in question eleven (11), 17 respondents representing 42.5% strongly agreed that Inspiring and motivating employees are the administration/managerial skills for needed OTM, 10 respondents representing 25% agreed with the statement while 6 respondents representing 15% disagreed with the statement and 7 respondents representing 17.5 strongly disagreed with the same statement. Question (12) revealed that 34 respondents

representing 85% strongly greed that Ability to provide adequate leadership for subordinates is the administration/managerial skills for needed OTM. While 6 respondents representing 15% agreed with the same statement. In question (13) revealed that 19 respondents representing 47.7% strongly agreed that Delegate responsibilities accurately are the administration/managerial skills for needed OTM student, 10 respondents representing 25 agreed with the same statement. While 4 respondents representing 10% disagreed with the same statement and 7 respondents representing 17.5 strongly disagreed with the same statement. Question (14) also revealed that 10 respondents representing 25% strongly agreed that Delegate responsibilities accurately are the administration/managerial skills for needed OTM student, 30 respondents representing 75% agreed with the same statement. Question (15) indicates that 25 respondents representing 62.5% strongly agreed that selecting the best way to handle confidential information is an administration/managerial skill for needed OTM.12 respondents representing 30% agreed with the same statement. While 3 respondents representing 7.5% disagreed with the same statement.

Data Analysis of Table 5; Research question four (4) which has five questions shown in table 5 above, shows that in question sixteen (16), 17 respondents representing 42.5% strongly agreed that Performing basic maintenance on reprographic equipment is a reprographic skills needed by OTM Students, 16 respondents representing 40% agreed with the same statement while 7 respondents representing 17.5% disagreed with the same statement. Question (17) revealed that 19 respondents representing 47.5% strongly greed that to reproduce neat documents (quality control) is a reprographic skill for OTM. 18 respondents representing 45% agreed with the same statement. While 3 respondents representing 7.5% disagreed with the same statement. In question (18) shows that 14 respondents representing 35 strongly agreed that Selecting appropriate production process, collating and binding services are the reprographic skills needed by OTM Students. 19 respondents representing 47.5% agreed with the same statement. While 4 respondents representing 10% disagreed with the same statement and 3 respondents representing 7.5% strongly disagreed with the same statement. While question (19) shows that 33 respondents representing 82.5% strongly agreed that Use of electronic scanning facilities is a reprographic skill needed by OTM Students, 7 respondents representing 17.5% agreed with the same statement. Question (20) shows that 13 respondents representing 32.5% strongly agreed that Embolden or reduce tests using reprographic machines is a reprographic skill needed by OTM Students, 27 respondents representing 67.5% agreed with the same statement.

Summary of Major Findings

The study vividly analyzed and finds that OTM Students need the following skills;

1. Information communication technology (ICT) training skills.
2. Human relations skills needed for to self-reliance.
3. Administration/managerial skills to promote entrepreneurial growth.
4. Reprographic technology skills to create entrepreneurship opportunity.

Summary, Conclusions and Recommendations

The research topic is ICT "training" A Tool for Entrepreneurship opportunity for Office Technology and Management (OTM) Students.

Based on the data collected and analyses, the following major findings of the study on are:

1. The study vividly analyzed that OTM Students need information communication technology (ICT) training skills.
2. From the above analysis it indicates that OTM students need human relations skills needed for to self-reliance.
3. The research carried out shows that OTM students need administration/managerial skills to promote entrepreneurial growth.
4. From the research it was revealed that OTM Students need reprographic technology skills to create entrepreneurship opportunity.

Conclusion

The study concludes that there is information communication technology (ICT) training needed by OTM Students which provides better performance in their office procedures and operations. The study is also of the view that ICT training needed by the OTM Students in up-dating their skills, attitudes and knowledge should be adequately provided which will enable them to contribute to the realization of organizational goals and objectives as well as being as an entrepreneurship. It is evident in the study that when OTM students in public establishments are given opportunities for training in Information and Communication Technology (ICT), their job performance in their office procedures and operations are bound to improve considerably as such they are motivated to carry out their office routines cheerfully and remarkably which may leads to the extension their ability to come an entrepreneur.

Recommendation

The following recommendations were made based on the findings of the study:

1. OTM Students in public establishments should endeavor to afford their training opportunities through which they could be retrained in emergent innovations and techniques in the world of work.
2. OTM Students in those pubic establishments should endeavor to properly organize and coordinate the policy of ICT training as to create enabling environment for colleagues to update their knowledge and skills in this dispensation of Information and Communication Technology (ICT).
3. The government who owned, managed and controlled those public establishments should be ready to sponsor the OTM Students to attend both local and national conferences, workshops seminars and refresher courses in Universities, Colleges of Education and Polytechnics so as to help them build up their knowledge and keep abreast of new happenings in their career and also to remain relevant in their office procedures and operations especially in this era of automated offices.

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