

# Appraisal of Information and Communication Technology Courses in Business Education Programme of Universities in South East Nigeria

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## Abstract

The trend of Information and Communication Technology (ICT) usage in the business world necessitates that business education students be fortified with ICT skills as to be relevant and highly valued in the job market. The purpose of the study was to examine the four-year standard academic degree programme in business education department of five universities in South East, Nigeria. It x-rayed the semester courses in the programme which revealed word processing and spreadsheet processing as the only ICT skill course in the programmes. It was recommended among others that business education curriculum of universities be revisited and upgraded to incorporate more ICT skill courses that will provide students with requisite ICT skills for employability and self-reliance.

**Keywords:** Information and Communication Technology, Business Education Programme

## 1. Introduction

Information and Communication Technology (ICT) has rapidly changed and revolutionized the nature and course contents of tertiary institutions educational programme. These technological changes have facilitated the paradigm shift from traditional pedagogical methods to innovative technological based teaching and learning methods imbedded in school educational programmes (Ubulom, Enyokit, Onuekwa and Amaehule, 2011). The inclusion of modern technologies in institution's programme prompted a swift shift from the use of traditional instructional equipment to modern technological devices so as to move on with the tide of global technological advancement. Business education is an institutions' programme that utilize diverse technologies to promote and enhance teaching and learning (Etonyeaku, 2012). Objectives of business education at the university level according to NUC (2007) are to;

- Assist the education sector by producing a committed and efficient breed of business education teachers for the junior and senior sections of the Nigerian secondary schools.
- Produce the manpower endowed with analytical and critical knowledge of the major factors in contemporary business world to influence the development of a virile economy.
- Provide a course of instruction and all necessary facilities and exposure for the pursuit and acquisition of learning and knowledge for services to humanity.
- Provide adequate educational foundation for interested graduates to pursue higher degree in business education or other relevant areas in education.

In line with the above objectives, Ohiwerei and Azih (2010) summarized that business education is an educational programme in universities, which aim, among others, to educate individuals to become skilled employees who can contribute meaningfully to the overall effectiveness of an office, and produce effective teachers who can enhance teaching and learning in schools. To attain these objectives, universities that offer business education programme have deliberately reviewed their programme and courses to be in tune with the trend of ICT requirements of the global economy, by including modern technological gadgets and devices in their teaching and learning. Bongotons and Onyenwe (2010) noted that business education, in response to dynamic changes in processes and activities of business environment, has centered its delivery on technology, as there are traces of ICT integration into business education programme curricular of tertiary institutions.

### *1.1 Objective of the Study*

The aim of this study was to analyze the presence and inclusion of ICT skill courses in the business education programme of universities in South East, Nigeria.

## **2. Literature Review**

### *2.1 Business Education Programme and ICT*

Business education is an educational programme designed to continually move with the trends of time in order to meet with the needs and yearnings of the world of works. Njoku (2006) defined business education as an educational programme that equips an individual with functional and sustainable skills, knowledge, attitude and value that would enable individuals operate in the environment they find themselves. Azuka (2004) viewed business education as a programme of study which offers students who wish to pursue a career in business an opportunity to develop those skills, abilities and understanding that will enable them enter, perform and progress in a business occupation after graduation from high school or the university. The above definitions of business education programme portray it as a course of study that equips its recipient with the right skill and knowledge to succeed in business through the use of devices and facilities made available by technological innovations, which is the threshold of ICT.

ICT has been defined by diverse authors and writers. Aliyu (2003) defined ICT as the technology that is concerned with systems for creation, acquisition, processing, storage, retrieval, selection, transformation, dissemination and the use of vocal, pictorial, textual and numeral information. Nwabueze (2011) defined ICT as a broad-based technology which uses equipment, applications, methods and management that support the creation, storage, manipulation and communication of information. Federal Ministry of Education (2010a) defined ICT as encompassing all equipment and tools (inclusive of traditional technologies of radio, video and television to the newer technologies of computers, hardware, firmware etc), as well as the methods, practices, processes, procedures, concepts and principles that come into play in the conduct of the information and communication activities.

### *2.2 ICT Skill Courses Required in Business Education Programme*

Skill is defined as abilities or proficiencies required of a person in a position to plan and execute an action geared at accomplishing some tasks or achieving some goals. It is the learned capacity to carry out predetermined tasks with the minimum outlay of time and energy (Ugwu and Ezeani, 2012). ICT skills can therefore be referred to as the ability of an individual to competently and proficiently manipulate technological devices for effective information gathering, organization, processing and retrieval.

ICT skill courses embedded in business education programme of universities in Nigeria according to NUC Benchmark Minimum Academic Standard (2007) includes: word processing which involves general competency in keyboarding and use of computer software like CorelDraw, Microsoft word, excel etc; application of computer; fundamentals of data processing; information management system; spreadsheet processing. Nwaokwa and Okoli (2012) noted that ICT revolution rendered skills such as transcription and typing skills on the manual typewriter obsolete and gave rise to previously unknown skills such as webpage design, desktop publishing, networking, internet skills etc. Ugwu and Ezeani (2012) mentioned professional ICT skill courses required by students for success in entrepreneurship venture as networking, database creation and management systems, desktop publishing, internet and intranet skills, presentation, hardware/software skills and relational databases including ability to create data structures which facilitates the indexing and retrieval of information, e-mail, multimedia perspectives and video conferencing. North Carolina Standard Course of Study-Computer Skills (2004) described the progressive development of knowledge and skills in six strands as societal and ethical issues, database management, spreadsheet, keyboard utilization/word processing, desktop publishing, multimedia/presentation and telecommunications/internet. Grant, Malloy and Murphy (2009) stated that in U.S business schools, word processing, spreadsheet applications, presentation, graphics and database management serves as the required information technology course for business students, as the skills are necessary to successfully matriculate throughout the business school, as well as to compete and secure future employment.

Researchers have noted the need for inclusion of ICT skill course such as word processing and spreadsheet skills (Chukwumezie and Ndinechi, 2006), Internet skills (Omeje, 2008), desktop publishing skills (Ramurez, 2009), PowerPoint presentation skills (Ementa and Ndinechi, 2012) in the business education programme. Azih (2010) however highlighted the need for the integration of more ICT courses into the curriculum of instruction of business education as the programme can only be relevant when it serves the society needs in producing ICT skilled graduates for the employment market.

### 3. ICT Courses of Business Education Programme in Universities in South East, Nigeria

This paper is aimed at analyzing the four year standard academic programme on business education of five universities in South East, Nigeria namely: Ebonyi State University, Abakaliki; Enugu State University of Science and Technology, Agbani; Madonna University, Okija; Nnamdi Azikiwe University, Awka and University of Nigeria, Nsukka, to ascertain the presence of ICT skill courses in their programme.

#### Four-Year Standard Academic Programme in Business Education (Accounting and Secretarial Option) of Ebonyi State University, Abakaliki

Year 1	Year 2	Year 3	Year 4
<p><b>1<sup>st</sup> Semester</b> General Studies Courses GST 101-Use of English I -2 GST 102-Intro.to Logic &amp; Philosophy-2 Core Courses EDU 111-Intro.to Educational Psychology-2 EDU 101-Hist Foundations of Education-2 Specialization-(Secretarial &amp; Accounting Option) BED 111-Intro.to General Biz-2 BED 112-Shorthand I – 2 BED 113-Typewriting I- 2 BED 114-Elements of Accounting I -3 BED 115- Foundations of Biz Education- 2 Elective(Restricted) ECO 101- Principles of Economics I-2</p> <p><b>2<sup>nd</sup> Semester</b> General Studies Courses GST 107-Use of English II-2 Core Courses EDU 102-Philosophical Foundations of Educ.- 2 EDU 103-Sociological Foundations of Educ. -2 Specialization-(Secretarial &amp; Accounting Option) BED 121- Fundamentals of Marketing- 2 BED 122- Shorthand II – 2 BED 123- Typewriting II – 2 BED 124- Elements of Accounting II - 2 Elective(Restricted) ECO 102- Principles of Economics II-2</p>	<p><b>1<sup>st</sup> Semester</b> General Studies Courses GST 103-Nigerian Peoples &amp; Culture -2 Core Courses EDU 211-Human Development-2 EDU 221-Fundamentals of Curr.Dev-3 Specialization-(Sec &amp; Accounting Option) BED 201-SIWES in biz Education I -1 BED 211-Record Management-2 BED 212-Advanced Shorthand I -2 BED 213-Production Typewriting-3 BED 214-Intro.to Financial Accounting I – 3 Elective(Restricted) Sec &amp; Accounting) ECO 211 – Micro Economics I – 2</p> <p><b>2<sup>nd</sup> Semester</b> General Studies Courses GST 104-History &amp; Philo. Of Science-2 Core Courses EDU 222-Special Methods in biz Edu-3 EDU 224-Educational Technology -2 EDU 212-Human Learning-2 Specialization-(Sec &amp; Accounting) BED 221- Intro.to office Mgt-2 Specialization (Sec Option Only) BED 222-Advanced Shorthand II-2 BED 223-Production Typewriting II-2 BED 226-Biz Statistics- 2 Specialization-Accounting Option Only) BED 224-Intro. To Financial Accounting II-2 Elective(Restricted) Sec &amp; Accounting ECO 212-Micro Economics II - 2</p>	<p><b>1st Semester</b> Core Courses EDU 223-Teaching Practicel-3 EDU 321-Curr &amp; Instruction-3 Specialization-(Sec &amp; Accounting) BED 301-SIWES in bus Education II-1 BED 311-Bus &amp; Office Comm-2 Specialization (Sec option only) BED 312-Transcription I -3 <b>*BED 313-Format Typewriting/Word Processing I - 3</b> BED 315-Fundamentals of Small Bus Management – 2 Specialization - (Accounting Option) BED 314-Financial Accounting III -2 BED 316- Cost Accounting I – 2 BED 317- Taxation I BED 331- Research Methods &amp; Statistics- 2 Elective (Restricted) Sec Option) CSC 101-Intro. To computer Science – 2</p> <p><b>2<sup>nd</sup> Semester</b> Core Courses EDU 333-Educational Measurement &amp; Evaluation Specialization-(Sec &amp; Accounting) BED 321-Measurement &amp; Evaluation in Bus Educ-2 BED 325-Fundamentals of Government Accounting-3 BED 328-Business Law – 3 Specialization – (Sec Option) BED 322-Transcription II – 3 <b>*BED 323-Format Typewriting/Word Processing II-2</b> Specialization (Accounting Option) BED 324- Financial Accounting IV- 2 BED 326- Cost Accounting II – 2 BED 327-Taxation II – 2 Elective(Restricted) (Accounting Option) CSC 101-Intro to Computer Science - 2</p>	<p><b>1st Semester</b> Core Courses EDU 322-Teaching PracticelI-3 EDU 401-Intro.to Educational Admin &amp; Planning- 2 Specialization-(Sec &amp; Accounting) BED 411-Seminar in Bus Education – 2 BED 402-Entrepreneur Development Education- 2 Specialization- (Sec Option) BED 412-Retail and Wholesale Management-2 <b>*BED 413- Format Typewriting/Word processing III-3</b> BED 415-Case Analysis and Report Writing – 2 BED 401-Advertising &amp; Public Relations in Bus Edu-2 Specialization- (Accounting Option) BED 414- Financial Accounting V – 2 BED 416- Management Accounting I – 2 BED 417-Auditing &amp; Investigation – 2 BED 419- Public Sector Accounting – 2 Elective (Restricted) Sec &amp; Accounting Option) TVE 401- Vocational Guidance- 2</p> <p><b>2<sup>nd</sup> Semester</b> Core Courses EDU 411-Intro to Guidance &amp; Counseling – 2 EDU 431- Research Projects – 4 Specialization-(Sec &amp; Accounting) BED 423- Consumer Economics/Decision Making-2 BED 428- Management Information System Specialization- (Sec Option) <b>*BED 421- Application of Office Technology -3</b> BED 422- Administrative Office Management- 2 Specialization- (Accounting Option) BED 424-Financial Accounting VI – 2 BED 426- Management Accounting II – 2 BED 427- Auditing &amp; Investigation – 2 Elective (Restricted) Sec &amp; Accounting Option) TVE 402- Admin. of Vocational Educ Programmes- 2</p>

\* Indicates the presence of ICT course

Source: Academic Manual of Department of Business Education, EBSU, Abakaliki, ND.

ICT course in the programme is word processing.

### Four-Year Standard Academic Programme in Business Education (Accounting and Commerce Co-operative Option) of Enugu State University of Science and Technology, Agbani.

Year 1	Year 2	Year 3	Year 4
<p><b>First Semester</b></p> <p>GST 101-Use of English I-2 GST 102-Nigerian Peoples &amp; Culture -2 CSE 100- Computer Appreciation - 2 EDU 101-History of Education-2 EDU 111-Intro.to Educational Psychology-2 BED 111-Principles of Business Education-2 ACC 101-Principles of Accounts I -3 BUS 101-Introduction to Business I -2 ECO 101- Principles of Economics I -2 TVE 101- Intro. To tech &amp; Voc. Education -2 <b>Accounting Option Only</b> MAT 103-Business Mathematics I -2</p> <p><b>Second Semester</b></p> <p>GST 101-Use of English - 2 GST 102-Nigerian Peoples &amp; Culture - 2 CSE 100- Computer Application II - 2 EDU 101-History of Education - 2 EDU 111-Intro.to Educational Psychology - 2 BED 111-Principles of Business Education - 2 ACC 102-Principles of Accounts I -3 <b>Accounting Option Only</b> MAT 103- Business Mathematics I -2</p>	<p><b>First Semester</b></p> <p>EDU 111- Child Development -2 EDU 205- Curriculum &amp; Instruction -2 EDU 201 - Philosophy of Education -2 EDU 212- Psychology of Learning -2 BED 231- Office Practice I -2 ACC 213- Intermediate Financial Accounting -3 ACC 221- Auditing I -2 ACC 251- Taxation Laws &amp; Accounting -2 BUS 201- Principles of Management I -2 <b>Accounting Option Only</b> LAW 210- Business Law I -2 MKT 210- Principles of Marketing I -2</p> <p><b>Second Semester</b></p> <p>EDU 225- Teaching Practice - 2 EDU 222 - Gen. Methodology/Micro Teaching -2 EDU 203- Sociology of Education -2 BED 223- Special Methodology in Bus Education - 2 BED 232- Office Practice II -2 BUS 202- Principles of Management II -2 <b>Accounting Option Only</b> ACC 252- Taxation Laws &amp; Accounts II -3 ACC 214- Intermediate Financial Accounting II -3 ACC 222- Auditing II -2 LAW 202- Business Law II -2 MKT 202- Principles of Marketing II -2 <b>Commerce Co-operative Only</b> CRD 212- Economics of Co-operation II -2 CRD 222-Co-operative Legislation - 2</p>	<p><b>First Semester</b></p> <p>EDU 331- Research Methods -2 EDU 301-Method Courses -2 BED 311- Office Management -2 <b>Accounting Option Only</b> TVE 311- Entrepreneurship Studies -3 TVE 317- Vocational Guidance -3 ACC 213- Intermediate Financial Accounting I -2 BNK 321- Money &amp; Banking I -2 ACC 315- Advanced Financial Accounting I -2 ACC 333- Cost Accounting -2 <b>Commerce Co-operative Only</b> CRD 313- Organization &amp; Management of Consumer -2 CRD 352 - Co-operative Rural Development I -2 <b>*BED 322- Data &amp; Word Processing I -2</b> CRD 352 - Economics of Agricultural Co-operation -2</p> <p><b>Second Semester</b></p> <p>EDU 325- Teaching Practice II - 2 EDU 332 - Educational Statistics -2 EDU 303- Measurement &amp; Evaluation -2 TVE 302- Industrial Training -2 TVE 303- Research in Tech &amp; Vocational Education -2 TVE 319- Current Issues in Tech &amp; Vocat Education -2 <b>Accounting Option Only</b> GST 202- Man &amp; Environment -2 BED 312- Organization &amp; Admin. Of Bus Education -2 BNK 322- Money &amp; Banking II -2 ACC 316- Advanced Financial Accounting II -2 ACC 334- Cost Accounting II -2 <b>Commerce Co-operative Only</b> <b>*BED 325- Data &amp; Word Processing II -2</b> MKT 202- Principles of Marketing -2</p>	<p><b>First Semester</b></p> <p>BED 411- Business Communication -2 BED 412- Special Project In Business Education -2 TVE 401- Seminar in Tech &amp; Vocational Education-2 TVE 432- Economics of Tech &amp; Vocational Education-2 <b>Accounting Option Only</b> <b>*BED 422- Data &amp; Word Processing I -2</b> ACC 415- Government &amp; Public Sector Account -3 ACC 443- Management Accounting I -3 ACC 453- Advanced Taxation Laws &amp; Accounts -3 <b>Commerce Co-operative Only</b> CRD 411- Rural Finance &amp; Co-operation -2 CRD 414-Co-operative &amp; Small Bus Management -2 CRD 421- Nigeria &amp; International Co-operatives- 2 BUS 311- Human Resources Management I -2</p> <p><b>Second Semester</b></p> <p>EDU 499- Research Project -4 BED 413- Business Machines -2 TVE 413- Mgt of Tech &amp; Vocational Education -2 <b>Accounting Option Only</b> <b>*BED 423- Data &amp; Word Processing II -2</b> ACC 416- Intermediate Accounting II -3 ACC 444- Management Accounting II -3 ACC 454- Advanced Taxation Laws -3 <b>Commerce Co-operative Only</b> CRD 422- International Co-operation -4 CRD 441-Co-operative Accounting &amp; Auditing -2 CRD 314- Management of Producer Co-operatives- 2 BUS 311- Human Resources Management II -2</p>

\* Indicates the presence of ICT course

Source: Handbook of Department of Technology and Vocational Education Standard Degree Programmes in Technology Education, Enugu State University of Science and Technology (ESUT), October 2007.

ICT course in this programme is data/word processing.

### Four Year Standard Degree Programme of Business Education Department, Madonna University, Okija

100 Level	200 Level	300 Level	400 Level
<p><b>First Semester</b></p> <p>GST 111-Use of English I-2 GST 112-History &amp; Philosophy of Science -2 GST 113-Nigerian Peoples &amp; Culture - 2 EDU 101- Sociological Foundations of Educ- 2 EDU 111-Intro.to Educational Psychology-2 BED 111-Principles of Business Education-2 ACC 111 -Principles of Accounts I -3 MAS 111-Business Mathematics I -2 GER 111- German - 1 ECC 111- Principles of Economics I -2 BAM 111- Introduction to Business -2 CSC 111- Introduction to Computer-2</p> <p><b>Second Semester</b></p> <p>GST 121-Use of English II - 2 GST 112-Social Science -2 GST 115- Logic &amp; Philosophy - 2 EDU 102-Philosophical Foundation of Educ - 2 EDU 103-Historical Foundation of Educ - 2 MAS 121-Business Mathematics II-2 ACC 121-Principles of Accounts II -3 ECC 121- Principles of Economics II -2 BAM 121- Introduction to Business II -2 ICH 112- Vocational Education -2 CSC 121- Computer Application -2</p>	<p><b>First Semester</b></p> <p>EDU 221- Fundamentals of Curr. Development-2 ACC 211- Intro. To Financial Accounting -3 ACC 213- Taxation Laws &amp; Accounting -2 ACC 214- Auditing I -2 BED 223- Special Methodology in Bus Education -2 <i>*BED 201- Basic Word Processing I -2</i> BAM 221- Principles of Management I-2 BED 212- Business Law I -2 GST 209- Fundamental Theology -2 GST 117- Fundamental French -2</p> <p><b>Second Semester</b></p> <p><i>*BED 202- Basic Word Processing II -2</i> BED 222- Business/Company Law II -2 EDU 222- Basic Methodology -2 EDU 225- Micro Teaching -2 EDU 261- Educational Technology -2 ACC 224- Auditing II -2 ACC 221- Intro. To Financial Accounting II -2 ACC 223- Taxation Laws &amp; Accounts II -2 BAM 221- Principles of Management II -2 GST 222- Peace &amp; Conflict Resolution -2</p>	<p><b>First Semester</b></p> <p>EDU 325- Teaching Practice -6 EDU 331-Educational Research -2 EDU 332- Basic Educational Statistics -2 ACC 311- Intermediate Financial Accounting I -3 MKT 211- Principles of Marketing I -2 <i>*BED 301- Word Processing I -2</i> ACC 212- Cost Accounting I -2 BED 316- Management Information System -2 BED 311- Office Management I-2</p> <p><b>Second Semester</b></p> <p>EDU 333- Educational Measurement &amp; Evaluation -2 ACC 321- Intermediate Accounting II -3 ACC 222- Cost Accounting II -3 MKT 221- Principles of Marketing II -2 ACC 324- Money &amp; Banking -3 BED 313- Office Management II -3 <i>*BED 325-Word Processing II -2</i> MKT 202- Principles of Marketing -2</p>	<p><b>First Semester</b></p> <p>BKF 413- Financial Management 2 ACC 411- Advanced Financial Accounting -2 ACC 415- Government &amp; Public Sector Account -2 BED 414- Seminar in Business Education -2 BED 415- Industrial Training -6 BED 401- Entrepreneurship Education I -2 BED 411- Business Communication -2 EDU 341- Educational Admin &amp; Supervision -2</p> <p><b>Second Semester</b></p> <p>BAM 312- Human Resource -2 ACC 453- Advanced Taxation -3 ACC 421- Advanced Financial Accounting -3 BED 402- Entrepreneurship Education -3 BED 412- Management of Business Education -3 EDU 433- Research Project -6</p>

\*Indicates the presence of ICT Course

Source: Madonna University, Okija Department of Business Education Handbook, 2011.

ICT skill course in the programme is word processing.

### Four Year Academic Standard Programme of Business Education Programme (Accounting, Commerce Co-operative and Secretarial Technology Option), Nnamdi Azikiwe University, Awka.

Year 1	Year 2	Year 3	Year 4
<p><b>First Semester</b> GSS 101-Use of English I-2 GSS 104-History &amp; Philosophy of Science- 2 GSS 107-Nigerian Peoples &amp; Culture - 2 EDU 101-Socio-Foundations of Education - 2 EDU 103-Hist-Foundations of Education - 2 BED 101-Principles of Bus Education - 2 BED 141-Intro. To Secretarial Education I – 2 VTE 100-Historical Foundations of Voc. Educ. I - 2 BED 111-Principles of Accounts I-3 BED 121-Principles of Economics I - 2 BED 131-Introduction to Business I - 2</p> <p><b>Second Semester</b> GSS 102-Use of English II – 2 GSS 103- Intro to Philosophy &amp; Logic – 2 CSC 100- Computer Appreciation - 2 EDU 102-Philosophical Foundations of Educ.-2 EDU 104-Intro. To Teaching Profession -2 EDU 111-Intro.to Educational Psychology-2 BED 142-Intro. To Secretarial Education II – 2 <i>*BED 143- Basic Word Processing I-2</i> BED 112- Principles of Accounts II – 3 BED 122- Principles of Economics II - 2 BED 132-Introduction to Business II – 2</p>	<p><b>First Semester</b> LAW 201- Business Law I – 2 STA 101-Intro. To Business Statistics - 2 EDU 212-Psychology of Learning -2 EDU 221-Foundations of Curriculum. Dev.- 2 EDU 222-Basic Methodology – 2 <i>*BED 244- Basic Word Processing II - 2</i> BED 233-Secretarial Procedure I-2 BED 213-Intermediate Fin. Accounting I - 2 <b>Restricted Electives</b> BED 215-Intro. To Cost &amp; Mgt Accounts I – 3 BNK 321- Money &amp; Banking I – 2 <b>Commerce Co-operative Option Only</b> CEM 101 – Intro. To Co-operation – 2</p> <p><b>Second Semester</b> LAW 202- Business Law II – 2 BUS 222- Business Statistics - 2 EDU 261- Educational Technology - 2 EDU 223-Special Methodology - 3 EDU 225-Micro Teaching Practical -2 BED 235- Business Machines – 2 BED 234- Secretarial Procedure II - 2 <b>Restricted Electives</b> BED 216-Intro. To Cost &amp; Mgt Accounting II - 3 BNK 322-Money &amp; Banking II - 2 <b>Commerce Co-operative Option Only</b> CEM 102 -Principles &amp; Practice of Co-operation- 2</p>	<p><b>First Semester</b> EDU 332-Educational Research &amp; Statistics - 3 EDU 335-Introduction to Special Education-2 BED 337-Research in Business Education-2 BED 335-Entrepreneurship - 2 BED 336-Principles of Management I – 2 <b>Restricted Electives</b> CSC 101- Computer Programming I – 2 <b>Accounting &amp; CEM Option Only</b> BED 333- Office Management – 2 <b>Secretarial Tech &amp; CEM Option Only</b> BED 351-Principles of Marketing I- 2 <b>Accounting Option Only</b> ACC 315-Advanced Financial Accounting - 3 ACC 333- Advanced Costing – 3 <b>CEM Option Only</b> CEM 211- Economics of Co-operation I - 3 CEM 331- Consumer &amp; Service Co-operatives- 2 <b>CEM 313- Agricultural Co-operatives – 2</b> <b>Secretarial Technology Option Only</b> <i>*BED 345- Intermediate Word Processing - 3</i> BED 382- Office Information System II - 2</p> <p><b>Second Semester</b> EDU 325-Teaching Practice – 6 BED 361- Supervised Industrial Training- 6</p>	<p><b>First Semester</b> EDU 333- Tests &amp; Measurement – 2 BED 492-Business Communications – 2 VTE 401- Vocational Guidance 2 <i>*BED 493-Spreadsheet Processing- 2</i> BED 437- Human Resource Management I – 2 <b>Restricted Electives</b> EMP 331- School Personnel Management – 2 GCE 405- Industrial Relations - 2 <b>Accounting &amp; CEM Option Only</b> BED 439-Principles of Management II – 2 <b>Accounting Option Only</b> ACC 221-Auditing – 3 ACC 251-Taxation I – 3 <b>CEM Option Only</b> CEM 471- Int'l &amp; Comparative Co-operative I - 3 CEM 341- Co-operative Field Administration I – 2 <b>Secretarial Technology Option Only</b> BED 483- Office Information System III-3 <i>*BED 446- Applied Word Processing I- 3</i></p> <p><b>Second Semester</b> EDU 433-Independent Study &amp; Report – 4 BED 403- Management of Business Education- 3 BED 404-Issues &amp; Trends in Bus Education – 3 BED 438- Human Resource Management II -2 VTE 400- Organization &amp; Admin of Voc.Educ-2 <b>Secretarial Technology &amp; CEM Option Only</b> BED 452- Principles of marketing II – 2 <b>Accounting Option Only</b> ACC 222-Auditing II - 3 ACC 252- Taxation II – 3 <b>CEM Option Only</b> CEM 472-Int'l &amp; Comparative Co-operatives II – 3 CEM 342- Co-operative Field Administration II - 2 <b>Secretarial Technology Option Only</b> <i>*BED 447- Applied Word Processing II - 3</i></p>

\*Indicates the presence of ICT Course

Source: Manual for Undergraduate Business Education Students, Department of Vocational Education, Nnamdi Azikiwe University, Awka, 2011.

ICT courses in the programme are word processing, computer programming and spreadsheet processing.

### Four Year Standard Programme in Business Education, University of Nigeria, Nsukka

First Year	Second Year	Third Year	Fourth Year
<p><b>First Semester</b> <b>Major Courses</b> VTE 101-Foundations of Tech. Education – 2 VTE 131-Basic Keyboarding I – 2 VTE 133-Shorthand I - 2 EDU 101-Introduction to Education-2 EDU 211-Educational Psychology-2 <b>Required Ancillary Courses</b> ECO 101- Principles of Economics I-2 ACC101- Elements of Accounting – 3 COS 101- Introduction to Computer Science – 2 <b>General Studies Courses</b> GSP 101- Use of English I – 2 GSP 105- Natural Science I - 2</p> <p><b>Second Semester</b> <b>Major Courses</b> VTE 132- Basic Keyboarding II - 2 VTE 134- Shorthand II – 2 VTE 136- Elements of Business – 2 VTE 138- Principles of Biz &amp; Marketing Educ. - 2 <b>Required Ancillary Courses</b> ECO 102- Principles of Economics II - 2 ACC102- Elements of Accounting II – 3 COS 102- Introduction to Computer Systems II – 2 <b>General Studies Courses</b> GSP 102-Use of English II-2 GSP 106- Natural Science II – 2</p>	<p><b>First Semester</b> <b>Major Courses</b> <i>*VTE 231-Word Processing I-2</i> VTE 233- Advanced Shorthand I – 2 VTE 235- Risk Management - 2 EDU 221- Curriculum Theory &amp; Planning - 2 <b>Required Ancillary Courses</b> ACC 201- Intro. To Financial Accounting I – 3 MKT 201- Elements of Marketing – 3 ECO 201- Micro Economic Theory I – 2 STA 201- Statistics for Social Sciences I - 2 <b>General Studies Courses</b> GSP 207 – Logic, Philosophy &amp; Existences - 2 GSP 202- Peace Studies &amp; Conflict Resolution - 2</p> <p><b>Second Semester</b> <b>Major Courses</b> EDU 224- Educational Technology - 2 <i>*VTE 232- Word Processing II - 2</i> VTE 236- Methodology in Bus Education - 2 VTE 238- Business Communication - 3 <b>Required Ancillary Courses</b> ACC 201- Intro. To Financial Accounting II – 3 ECO 203- Micro Economic Theory II – 2 STA 202- Statistics for Social Sciences II - 2 <b>General Studies Courses</b> GSP 208 – Nigerian People &amp; Culture - 2 GSP 202- Peace Studies &amp; Conflict Resolution II - 2</p>	<p><b>First Semester</b> <b>Major Courses</b> VTE 301- Industrial Work Experience I – 1 VTE 331- Biz Organisation – 2 VTE 333- Biz Law &amp; Govt Regulations - 2 EDU 331-Educational Psychology II - 2 EDU 321-Curriculum Implementation &amp; Instruction- 3 EDU 325- Teaching Practice – 3 <b>Required Ancillary Courses</b> MKT 301- Nigerian Mkt Sys. &amp; Commercial Policy – 3 ACC 251- Fundamentals of Govt Accounting – 3 CED 341- Intro. To Entrepreneurship - 2</p> <p><b>Second Semester</b> <b>Major Courses</b> VTE 302- Industrial Work Experience (SIWES) II – 6 VTE 304- Research Design in Technology Educ. – 2 VTE 332- Transcription – 3 VTE 334- Small Scale Business Management – 2 VTE 336- Human Resource Development - 2 <b>Required Ancillary Courses</b> <i>*COS 304- Computer Applications – 2</i> CED 342- Business Dev &amp; Management - 2</p>	<p><b>First Semester</b> <b>Major Courses</b> VTE 401- Vocational Guidance – 2 VTE 431- Seminar in Biz Education – 2 VTE 433- Office Technology – 2 EDU 411- Educational Psychology III – 2 EDU 425- Teaching Practice II - 3 <b>Required Ancillary Courses</b> ACC 311- Cost Accounting I – 3 ACC 421- Auditing &amp; Investigation II – 3 MKT 431- Retail &amp; Wholesale Management – 2 <i>*COS 455- Data Communication &amp; Networking I - 2</i></p> <p><b>Second Semester</b> <b>Major Courses</b> VTE 402- Admin. Of Technology Education – 2 VTE 441- Measurement &amp; Evaluation – 2 <i>*VTE 422- Computer Graphics – 2</i> <i>*VTE 424-Spreadsheet Processing – 2</i> VTE 432- Consumer Economics – 2 VTE 434- Administrative Office Management – 2 VTE 491- Project - 4 <b>Required Ancillary Courses</b> <b>Electives: (Choose one of the following)</b> MKT 352- Consumer Behaviour Analysis – 3 MKT 331- Sales Management – 2 <i>COS 456- Data Communication &amp; Networking II - 2</i> ACC 312- Cost Accounting II - 3</p>

\*Indicates the presence of ICT Course

Source: Handbook of Vocational Teacher Education, University of Nigeria, Nsukka, 2006.

ICT courses in the programme are word processing, computer applications, computer graphics, spreadsheet processing and data communication and networking.

#### *4.1 Discussion of Findings*

The four year standard business education programme of Ebonyi State University, Abakaliki has two options namely accounting and secretarial option. A careful observation of the programme handbook shows that only one ICT course (word processing) offered in 3<sup>rd</sup> and 4<sup>th</sup> year to secretarial students, and no ICT course offered to accounting students of the programme. This implies that secretarial students are the only group of students exposed to word processing while accounting students are not taught any ICT course throughout the duration of the programme. This makes one wonder if accounting students do not require ICT knowledge and skill in preparedness for the world of work.

A look at the business education programme handbook of Enugu State University of Science and Technology, Agbani shows that business education programme has two options namely accounting and commerce co-operative. The only ICT course in the programme is data/word processing, offered to commerce co-operative students in the 3<sup>rd</sup> year, and accounting students in the 4<sup>th</sup> year. This implies that the ICT course the students are exposed to is data/word processing in the two semesters out of the eight semesters they spend in school.

A careful observation of the handbook of business education programme of Madonna University, Okija shows that the programme offers to its students one ICT course, word processing offered to the students at the 2<sup>nd</sup> and 3<sup>rd</sup> year. This implies that the students are exposed to only one ICT course in four semesters out of eight semesters spent in school. One starts to wonder if word processing is the only ICT course needed to effectively prepare students for the business/industry and for self-reliance.

An examination of the handbook of business education programme of Nnamdi Azikiwe University, Awka shows that the programme has three options – accounting, commerce co-operative and secretarial technology option. ICT courses in the programme are word processing, computer programming and spreadsheet processing. Word processing is offered as a basic and general course to all students in the 1<sup>st</sup> and 2<sup>nd</sup> year, and secretarial students are to carry on with the intermediate and applied word processing in 3<sup>rd</sup> and 4<sup>th</sup> year respectively. Computer programming is offered to the students as an elective for only one semester in the 3<sup>rd</sup> year, while spreadsheet processing is offered to the students in one semester in the 4<sup>th</sup> year. The doubt comes to mind if offering computer programming as an elective in one semester alone can effectively prepare a student to initiate and design computer software programmes and applications.

A careful look at the Vocational Teacher Education (VTE) handbook of University of Nigeria Nsukka shows that the business education programme offers its students four ICT courses namely; word processing, computer applications, computer graphics, spreadsheet processing and data communication and networking. Word processing is offered to the students throughout 2<sup>nd</sup> year; computer applications is offered as a required ancillary course in 2<sup>nd</sup> semester of third year; computer graphics is offered in second semester of 4<sup>th</sup> year; and data communication and networking is a required ancillary course which students are compulsorily required to study in the first semester of 4<sup>th</sup> year, and in second semester as an elective. One would wonder if offering these five ICT courses in bits can adequately expose the students to the knowledge and acquaintance of the skills provided therein.

The findings of this study is in line with the findings of Ezeani and Ishaq (2013) who reported that graduates of business education programme in Nigerian universities are not adequately exposed to ICT skills. The findings of this study also corroborated with the findings of Ezeani and Akpotohwo (2014) who noted that students' performance towards exhibiting ICT skills is questionable. This is with regards to students' exposure to ICT skills in the institutions.

#### *4.2 Conclusion*

Discussion of the findings in the business education programme handbook of the five listed universities in South-East, Nigeria reveals that generally, the programmes lack ICT skill acquisition courses. ICT courses offered to the students of business education programme are limited to word processing and spreadsheet processing. Institutions that offer more than two ICT courses to its students, offer them in bits as one semester course.

Studies could be carried out on other areas that are relative to skill acquisition in relation to webpage design, desktop publishing, graphics and corel design etc.

#### *4.3 Implication of the Study*

The result of this paper has brought to the fore the need for the various aspects of ICT to be integrated into the business education programme of universities in South East, Nigeria to make their products versatile in the use of diverse ICT protocols.

#### 4.4 Recommendations

From the conclusion above, the following recommendations are made;

Association of Business Educator of Nigeria, National Universities Commission, Federal Ministry of Education and other regulatory bodies should ensure and enforce a total overhaul and review of business education curriculum of universities to integrate more ICT skill courses/programs such as PageMaker, PowerPoint, desktop publishing, graphic designs, database management, Access, Sage & Peachtree accounting courses in the programme as to breed and produce graduates who can fit effectively in today's workplace possessing required ICT skills.

Association of Business Educators of Nigeria (ABEN) and National Universities Commission should harmonize the ICT courses in the programme of universities so that what is obtainable in one university can be obtained in another.

Government at local, state and federal levels should partner and liaise with heads of management of business education programmes in universities to adequately fund the programme with modern ICT infrastructural equipment/facilities.

Management of universities should recruit staff that possess competent ICT qualification, and re-train in-service business educators in line with modern technologies as to inculcate and imbibe workplace relevant ICT skills in the students.

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