



UTILIZING MODERN INSTRUCTIONAL RESOURCES TO IMPROVE TEACHING AND LEARNING OF BUSINESS EDUCATION

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Abstract

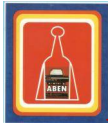
Business Education courses must be taught with adequate and modern instructional resources, if there is going to be any meaningful skills and technical achievement. Adequate and effective use of these resources will help in increasing students' skill acquisition, and enhance teaching and learning processes in business education. A Business Educator will only achieve his/her aim at the end of teaching if all the resources for teaching business education courses are adequately provided and effectively utilized. This paper focuses on the need for these instructional resources and recommends that urgent steps be taken to set up special funds for equipping the departments offering business education and that the human resources be retrained from time to time to be abreast with technological development in this jet age.

Key words: *Resources, Teaching and Learning, Business Education.*

Introduction

Business Education has a link with economic growth and development. The quality of the development of any country depends on the development of its human and material resources. Efficiency is therefore determined by the quality and integrity of the manpower, which means that money spent on business education is money well spent (Adedayo, 2010). Nwosu (2003) asserted that the primary purpose of business education of which Office Technology and Management is an option is to prepare individuals for gainful employment in office occupations whether paid employment or self employment, the emphasis is on exposure to and acquisition of knowledge, skills and attitudes relevant and adequate for employment in specific office occupation.

It is sad to note that development in office technology have changed the structure, content and methodology of office work in this era of modern automation. Business education is highly challenged by gross inadequate modern instructional resources, dearth of qualified instructors, inadequate funding, epileptic power supply but to mention a few. Consequently, this paper takes a look at the modern instructional resources such as



computer, projector, internet, microfilm etc that are needed by educational institutions producing business educators in this era of break-through of information technology. Where these instructional materials are adequately provided, training of business education students would be more result-oriented.

Instructional resources according to Okoh (2010) are the physical equipment/facilities that are used for teaching and learning. It can be said that instructional resources are those materials that are useful for the purpose of imparting knowledge. Adedayo (2003) explained that teaching involves sharing of the meaning of the subject matter by teacher and learner. She went further to argue that teaching process assumes that a person is consciously and deliberately doing the teaching, thus emphasizing that teaching activity can only be done by human beings when there is a relationship or an interaction between two or more persons. Teaching can be said to be the act of imparting knowledge, skills, attitude, behaviour from one person to another.

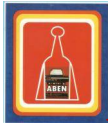
Adedayo (2010) defined learning as a change in behaviour that depends upon special conditions of stimulation. Learning according to Zakka and Priscilla (2009) is the apparent modification of a person's behaviour through his activities and experiences, so that his knowledge, skills and attitudes, including modes of adjustment towards his environment, are changed more or less permanently. Learning is a systematic/progressive change in learner's behaviour and potential for development.

Business Education as a course of study can be defined as a work-oriented educational programme which aims at skills acquisition to make graduates employable, self-employed, self-reliant or employer of labour. Ajika (2002) posited that Office Technology Education covers a wide range of spectrum of economic life activities in any society, and also refers to the pedagogical and desirable business competencies necessary for self-employment or being employed with a view to making the recipient self-reliant. Thus, Business Education can, by appropriate training, ensure for individuals full employment even in our present weak economy, by equipping them with life-long skills for self employment.

It is against this backdrop that this paper brings to lime light the benefits accrual to the use of modern instructional resources (MIR) in teaching and learning of Business Education courses as well as challenges facing their use.

Modern Instructional Resources for Teaching and Learning Business Education

Business Education programme is heavily dependent on equipment to teach the required subjects and to pass necessary information. Rapid break-through in Information and Communication Technology has not made the acquisition of these instructional resources easy; and where they are inadequate, the best outcome of Business Education cannot be fully realized. The following are some of the modern instructional resources for teaching and learning Business Education courses:



- i. Computer: A computer is an electronic device that accepts data (fact and figure) and carries out all prescribed operations as meaningful information. According to Akasi and Adebayo (2014), a Computer is the force behind our transition into an information society. Students must be given the opportunity of using computers in learning and the Business Educator must also be able to use it appropriately in teaching.
- ii. Word Processor: Ile (2012) asserted that Word Processor is a special purpose computer expressly designed for and solely devoted to the preparations, storage and printing of documents. This system includes a display unit, keyboard, floppy disk drives and a letter quality print head.
- iii. Electronic Mailing Devices (E-mail): Fadare (2011) stated that Electronic mail is a mail sent through a computer mediated system such as the internet. This can also be achieved using Ipad and Smart phones. It is fast and reliable, covering long distances in a matter of seconds.
- iv. Internet: Internet is a network connecting many computer networks. It is not only designed to carry large data, it also drives the world wide web. People using it can share information with one another, exchanging messages, and even run the same programme at the same time on many different computers. Fadare (2011) described the Internet as a “civilized jungle, a market place of useful and useless ideas, reliable and unreliable information, a file cabinet, a sort of colloquium without a moderator, without any set of rules except those rules established by service providers”.
- v. Teleconferencing: Amagoh (2002) defined Teleconferencing as an activity where educators and other communicators converse with others in real time speaking through their keyboards seeing through the screen and hearing through speakers attached to them. He went further to say that technology has provided that with the help of a button one will see others in their various locations and you can all discuss and take decision without having to travel outside your location.
- vi. Overhead projector: Fadare (2011) defined Overhead Projector as a machine with horizontal stage that is capable of projecting image of both transparent and small opaque objects through a prism and lens on a screen behind the teacher. This type of projection gives a teacher the opportunity of facing the learners during projection.
- vii. Photocopying machine: Okoji (2006) stated that there are now copiers that can enlarge, reduce and also print in colour. These photocopiers, according to him, have embedded microprocessors that enable them to be connected to computers.
- viii. Micrographic system: This system, according to Fajuigbe and Obiluku (2006) stores data, reducing and recording paper document and computer generated output on microfilms.



- ix. Telephone Answering Machine: This machine answers phone calls on behalf of the subscriber. A message is dictated into the machine, whenever the phone rings, the message would automatically be sent through the telephone..
- x. Telephone Writers: The machine transmits handwritten messages and sketches to any number of receiving stations over any distance. The machine is in the form of an electronic jotting pad which may be connected to any ordinary telephone (Fadare, 2011).
- xi. Teleworking: This term describes the use of portable computer with communication links into the organisation's network. Managers and employees can work from home at flexible and convenient hours (Reid, Alan & Tracey 2003).
- xii. Intranet: Intranet is a small version of the net used within an organization. It is an ideal system for distributing information within the establishment. Growing numbers of corporations are storing internal document, sending messages, such as notice of meeting, memos, correspondence etc. across their internal networks or intranet (Babalola, Folorunso and Adebayo 2010).
- xiii. Shredding Machine: Okoji (2006) defined shredder as an electronic machine that destroys paper by cutting them into very tiny pieces. The machine is portable and electrically operated to cut papers into fragments or very smaller particles.
- xiv. Display Boards: As the name suggests, they are boards used to display information that have learning value.
- xv. The Sorter: The sorting machine will rearrange a batch of cards or letters into any desired sequence. This machine operates at high speed, therefore, analysis time is reduced.
- xvi. Collator: Fadare (2011) described a collator as a machine that consists of slot into which the sheets are placed in the required sequence. Collators are used for duplicating price list and reprints of pages of papers put together in numerical orders. This machine can merge sets of papers or cards into one pack in the correct sequence.

The question begging for answer in Nigeria is, how many institutions offering Business Education programme have a functional intercom not to talk of connecting external line to the machine for the purpose of teaching and learning. The rate at which technological events are thought out and created today is so fast that the nation is having difficulty in flowing with the trend.

Benefits Derivable from Effective Use of Modern Instructional Resources for Teaching and Learning

There are lots of benefits accruable from effective use of modern instructional resources. Below are some of the benefits:



* **They promote better teaching and learning.** Modern instructional facilities are very important in the teaching/learning process in that apart from the fact that they enhance learning and increase the rate and degree of conception, they also ease the work of the instructor. To buttress this fact, Adebayo (2007) observed that there is a limit to the amount of information that can be transferred by words alone in the teaching/learning process. Instructional materials are objects, devices and materials that are used by teachers or instructors to share their knowledge with learners who decode such knowledge by analyzing and interpreting them to facilitate effective learning.

* **They arouse learner's interest.** Modern facilities, according to Fajuigbe and Obiluku (2006) helps to inculcate in students the ability to evolve acumen in concepts presented during the teaching learning process. Instructional materials that are relevantly chosen and effectively used enhance proper internalization of concepts by learners. They also help them to find salient facts about topics under discussion. They introduce variations in the teaching/learning process and serve as stimuli or motivation for students to learn and be interested in the subject. Instructional facilities arouse the students' interest in that they are always eager to attend classes and motivate them to learn. They also assist the teacher to effectively teach with little effort.

* **They stimulate learners to be active during the course of instruction.** A social relationship is established between effective use of instructional materials and teaching /learning process. The relationship formed, help students to associate the material or facility with the concepts or fact they were taught, thereby enhancing internalization and retention of Business Education concepts and facts in mind.

* **They make learning environment rich.** The use of modern instructional facilities has the potential to transform the nature and process of learning environment and envision a new learning culture. Interactivity, flexibility and convenience have become the order of the day in the ICT supported environment. Nte (2014) asserted that as we become increasingly supported by ICT, teaching and learning will not be the same as before. We will have to make use of the rich and exciting opportunities offered by the new technologies in education to reach our new goal and vision. To appreciate the integration of automation in teaching and learning, we need to understand the major paradigm shifts in education in recent years. The major hallmark of this learning transition is that it shifts the focus from teacher-centered to learner-centered activity. Learners are able to discover themselves and their abilities through the utilization of various equipments Nte went further to assert that this new environment also involves a change in roles of both teachers and learners. The role of the teachers will change from knowledge transmitter to that of facilitator, knowledge navigator and sometime as co-learner. The new role of teacher demands a new way of thinking and understanding of the new vision of learning process. Learners will have more responsibilities of their own learning as they seek out, find, synthesize, and share their knowledge with others.



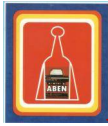
Modern instructional facilities provide powerful tools to support the shift from teacher centered to learner centered paradigm and new roles of teacher and learner.

* **Creating New Cultures:** Modern instructional resources improve learning, motive and engage learners, promote collaboration, foster enquiry and exploration, and create new learner-centered learning culture. They permit the move from reproductive model of teaching and learning to an independent, autonomous learning model that promotes initiatives, creativity and critical thinking with independent research. Teachers are expected to create a new flexible and open learning environment with interactive, experiential and multimedia based delivery system. They help the teachers and learners to communicate and collaborate without boundaries thereby allowing the teachers to bring the whole world into classroom activities.

* **Creating Websites for Digital Content.** With the availability of online facilities, it is now possible to create websites where digital contents are made available for online education to support and assist face to face instruction in an innovative way. Ajika (2002) asserts that communication with e-mail, searching for information, locating a proper website is now the key to success. Developing online and offline learning resources using various learning management system and software/tools is one of the key competencies of modern day teachers.

Challenges Facing The Use Of Modern Instructional Resources In Teaching and Learning Of Business Education

- **Resistance to Change:** Majority of the practicing Business Educators in the country still hold on to traditional methods of teaching. They believe that the utilization of the instructional facilities will displace them of their normal duties.
- **Lack of Fund:** Most of these equipments are very expensive and many Nigerian institutions do not have financial capability to make them available for use in teaching.
- **Constant Power Failure:** This may constitute a problem to the teachers because this instructional equipment cannot function without electricity.
- **Maintenance:** The maintenance/repair for most of the instructional equipment is not locally available. The implication of this is that any minor fault will result to shipping of the equipment abroad.
- **Lack of Adequate Trained Personnel:** The few Business Educators that are currently available are not well trained on the use of this equipment and there is no adequate training programme for them.
- **Lack of Exposure to Equipment:** Many of the business educators have not even seen some of this equipment let alone knowing how to make use of them in teaching business education courses.



Conclusion

Dearth of technology-based in the departments of Business Education in Nigerian Universities is a fact. Majority of lecturers in the departments are not in tune with the current reality of technological breakthrough. Considering modern facilities as an important facilitator of teaching and learning, the lecturers and students must know them, use them and apply the knowledge and skills as proof of being professionals. The various stakeholders must wake up and fund Business Education for the benefit of all and sundry.

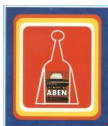
Recommendations

Since meaningful teaching and learning cannot be attained under conditions of deprivation, the following are hereby recommended for immediate attention.

- Urgent steps should be taken by the government to set up ICT centres and other modern instructional materials that are useful for the teaching and learning of Business Education nationwide.
- Preparation of lecturers to face the challenges of an ICT enriched teaching and learning environment is crucial. Educators need to be equipped with the fundamentals of office automation and sufficient understanding on the integration of these tools in teaching and learning.
- There is urgent need to orientate the lecturers toward changing mind set and developing positive attitudes toward ICT application in teaching and learning.
- Funding of education should be joint responsibility of all stakeholders i.e. Federal, State, Local and private individuals.
- There is an urgent need for Business Education departments in all tertiary institutions in Nigeria to have a model office similar to a sophisticated business office in town.
- The students of Business Education should constitute a voice and a force to battle for the future of modern technology in the department.
- There should be a policy decision that students on Industrial Attachment must be posted to where these facilities are available and operational.
- The problem of epileptic power supply should be addressed without further delay as most of these instructional materials are electrically driven.

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