ICT AND RECORD KEEPING IN NIGERIAN COLLEGES OF EDUCATION: AN EXAMPLE OF COLLEGE OF EDUCATION, IKERE-EKITI, EKITI STATE

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ABSTRACT

The aim of this research was to examine the effectiveness of ICT in record keeping particularly in the computation, recording and the retrieval of students' transcripts in College of Education, Ikere-Ekiti, Ekiti State. This study adopted survey design where five schools of studies from the College were purposively used for the study. The instrument used for data collection was the questionnaire tagged ICT and preparation of students' transcripts. 20 staff were randomly selected from each of the schools making a total of 120 staff and administered the questionnaire. The use of simple percentage was adopted to analyse the responses given by the respondents. The result revealed that the use of ICT gadgets facilitate the preparation of students' raw scores, cumulative GPA and issuance of students' transcripts among others. It was recommended that computer gadgets should be provided in every department in the College of Education, Ikere-Ekiti to ease the stress involved in the preparation of students' results and other data.
Keywords: ICT gadgets, students, transcripts, data base

INTRODUCTION

Olayemi (2007) posits that information and communication technology ICT is computer related technology used to process, store and transit data. Abdullahi and Abdullahi (2007) opined that ICT is not limited to only computer application, internet, and newsprint. The relationship of ICT to various areas of specialization is like mathematics to the physical sciences (Winograd, 2000).

ICT is a generic term referring to a technology which is being used for collecting, storing, editing and passing on of information in various forms (SER, 1977). The mportance of ICT in virtually all spheres of human endeavour for great productivity cannot be overemphasized. Okafor (2007) argues that the impact of ICT is becoming more and more pronounced worldwide such that rarely is anything mentioned in any area of human endeavour without reference to this technology. Nigeria of today therefore needs to move with the rest of the world in this information age when technologies have advances to remove dexterity and increased efficiency. Omirin (2006) supported by Abe and Adu (2007) argued that there are grounds to believe that ICT will improve education like using it as a substitute for almost anything like pencil, book and the like in the classroom.

The use of information technology cannot be ignored if our nation wants to catch up with the rest of the world. The year 2000 has been referred to in many national and educational documents around the world as the transition point for a number of things including education. ICT is the reigning thing in education and Nigeria should not be left behind. The use of ICT in educational institutions is now seen worldwide as both a necessity and an opportunity for institutions to excel greatly. Schools especially higher institutions of learning are already using ICT environments as success makers.

It is in the light of this that the study is conducted to access ICT and record keeping in College of Education, Ikere-Ekiti. To guide the study, the following questions were raised.

- Does ICT facilitate the computation, storage and retrieval of raw scores of students?
- Do computer gadgets facilitate the computation, storage of marks on the master marks sheet?
- Do computer gadgets facilitate the computation, storage and retrieval of cumulative G.P.A of student's scores?
- Do computer gadgets facilitate the computation, storage and retrieval of student's transcripts?

ICT AND RECORD KEEPING IN TERTIARY INSTITUTIONS

The benefits of ICT in tertiary institutions cannot be overemphasized; it increases productivity, efficiency and communication. ICT has a vital role to play in record keeping in tertiary institutions. It is now recognized as an important utility. Vera and Goni (2007) described information technology as the mechanical and electronic device that is capable of producing, manipulating, transmitting, storing words, numbers, pictures, as well as numerical information through a micro-electronic base with combination of computers telecommunication, that means it comprised the supply side, that is computer hardware and software and the demand or user side, that is information's application.

Records are information about an event or series of events that is written down or stored in computer, film and many others so that it can be looked at in the future (Longman Dictionary of contemporary English). Record keeping is a vital aspect of school a management in all educational institutions of learning and in all countries of the world. It is an important aspect of school administration. Ikudayisi, Adesua, and Arotiba (2003) are of the view that even educational laws require that every institution should keep certain school records.

There are records kept in schools right from the pre-primary level to the tertiary level. These records ranges from register of admission attendance register, log book, weekly diaries, visitor's book, staff confidential report file, meeting minute book, staff time tabe, a copy of national policy on education/education law, stock book, examination progress sheet records, cash book, record or inventory book, transcript and many others.

The progress of any student is of paramount importance within the school system. It is in fact a main function for which the school exists. While keeping records of student's performance and progress, the educational administrator is able to determine the schools' progress. One vital record an institution cannot do without at the pre-primary to secondary level is the examination progress sheet record. This record is used to keep details of student's academic performance. However at the tertiary level, most especially the College of Education, this type of record is popularly known as the master marks sheets otherwise known as the MMS. This forms the basis for issuing the transcript.

A transcript is a record that contains the scores of students in each course undertaken in each semester, throughout a student's course of study in the institution. The Longman English Dictionary describes a transcript as an exact written or printed copy of something. An official document of a College or University that has a list of a student's classes and results they received. ICT has come to replace the cumbersome nature and stress involved during the preparation of result up to the transcript level.

ICT AND CHANGING VIEWS ON RECORD KEEPING

Keakopa (2003) opines that the increased use of ICT in government administration has impacted on record keeping systems in Botswana. The new technological environment is making the present records management and archives administration moribund. In fact Botswana which is one of the fastest developing countries in

the world has embarked on drastic national reforms to encourage the growth of the ICT industry. If Botswana is achieving growth rapidly in record keeping through the use of ICT, the use of ICT should not be ignored if Nigeria wants to catch up with the rest of the world. For too long, record keeping has depended on the traditional life-cycle approach.

This approach emphasizes on paper-based systems and looks at the records only from creation to disposition. However with the increased use of new technologies in government administration, the nature of records is slowly changing as more records are now generated electronically. This has evolved the life cycle approach by factoring in the conception stage in the records continuum.

A computer set is the best example of ICT in education Wakjissa and Nwanshak (2007) are of the view that student records, assessment and programme evaluation is an activity that describes the students progress in relation to specified goals. Both writers however believe that computer supports these activities by storing, generation reports of students test items it scores and analyses student responses and reports of students test performance, grades and other evaluative data.

Although, more records are now produced in electronic form, paper continues to be the main medium of transmission and information storage. This means that, organisations have to operate with information in both paper and electronic systems. Whatever system is used, organizations need records in their day-to-day operations, for decision making and accountability, educational organisations inclusive.

METHODOLOGY

The design of this study is survey. In an attempt to assess the effectiveness of ICT in the preparation of students record/result up to the transcript level, 5 schools of studies up to MIS section in the College of Education, Ikere-Ekiti, were selected purposively. 20

respondents were randomly selected from the five schools of studies, totaling 120 respondents in all. Questionnaire on ICT and preparation of students' transcripts was constructed by the researcher. The areas covered the use of computer in the preparation of students' raw scores, master marks sheet and the final computation of students' transcript. The questionnaire was first subjected to face validity by three colleagues including a HOD who made critical assessment and useful contributions. It was amended on the basis of the suggestions made by them.

RESULTS AND DISCUSSION

Table 1: *Research question 1: Does ICT facilitate the computation of raw scores of students?*

ITEMS	RESPONSES (%)		
	Yes	**No**	**Total**
Do you have ICT devices in your school of study/department	80(66.70)	40(33.3)	120(100)
Are the academic and administrative staff in your school of study/department computer literate	100(83.3)	20(16.7)	120(100)
Do you use computer sets in your school of study/department	90(75)	30(25)	120(100)
Do you use computer sets to compute students scores in your school of study /department	95(79.2)	25(20.8)	120(100)
The use of computer sets facilitate the computation of students' raw scores	95(79.2)	25(20.8)	120(100)

Source: Fieldwork 2009

Table 1 above indicates that more than half of the respondents expressed that ICT devices exist in their various schools of study but only more than a quarter of the respondents claimed that ICT devices such as computer gadgets are used to compute the raw

scores of students, while less than one quarter claimed that such do not exist. In support to the above, a greater percentage of the staff claimed that computer gadgets had been useful a lot to facilitate the computation of students scores, but contrary to this, less than one quarter of the respondents claimed that they do not use such gadgets to prepare the raw scores of theirs students, rather they were still computing students results manually.

Table II: *Research question II: Does computer gadgets facilitate the computation, storage and retrieval of marks on master marks sheet?*

ITEMS	RESPONSES (%)		
	Yes	No	Total
Do you computer gadgets to prepare and keep scores of the master marks sheets in your study/department	95(79.2)	25(20.8)	120(100)
The of computer gadgets facilitate the preparation of master marks sheet in your school of study/department	90(75)	30(25)	120(100)

Source: Fieldwork 2009

In response to the above, table 2 indicates that a significant percentage of the respondents claimed that they use computer gadgets to compute results on the master marks sheets supported by similar percentage of respondents who claimed that computer gadgets facilitate the preparation of master marks sheet. But contrary to this, a negligible percentage of the respondents on the two issues held negative opinion.

Table III: *Research question III: Do computer gadgets facilitate the computation, storage and retrieval of cumulative G.PA of students' scores?*

ITEMS	RESPONSES (%)		
	Yes	No	Total
The use of computer gadgets facilitate the computation, storage and retrieval of students' GPA	110(91.6)	10(8.4)	120(100)

Source: Fieldwork 2009

It is obvious based on the table above that computer gadgets facilitate the computation of students' G.P.A.

Table IV: *Research question IV: Do computer gadgets facilitate the computation, storage and retrieval of students' transcripts?*

ITEMS	RESPONSES (%)		
	Yes	No	Total
The use of computer gadgets facilitate the computation students' transcripts	100(83.3)	20(16.7)	120(100)

Source: Fieldwork 2009

It is not debatable judging from table 4 that ICT gadgets facilitate the computation of students' transcripts in College of Education, Ikere-Ekiti, Ekiti State. From the analysis, it could be said that the use of ICT gadgets facilitate the preparation of students' raw scores, cumulative G.P.A., the master marks sheets and students' transcripts.

CONCLUSION

This study has attempted to examine the usefulness of ICT as very vital tool in record keeping in the College of Education, Ikere-Ekiti. Based on the findings of the study, it is concluded that ICT gadgets have helped a lot to prepare the students result right

from the computation of the cumulative G.P.A., the preparation of the master marks sheet to the computation and preparation of the students' transcripts. Based on these, the study recommends that computer gadgets should be provided in every department in order to ease or reduce the stress and tension involved in the preparation of students' result; computer gadgets should be used to store students' result each semester/academic session, this will facilitate the process of issuing students' transcript, whenever the need arises.

Also, every member of staff both academic and non-academic especially the typist should be computer literate. Constant supply of electricity should be guaranteed. Generating sets should be provided to solve the problem of power failure as well as place computer gadgets in environment conducive for it preferably an air conditioned room, also ensure the use of non-infected diskettes, flash or discs. Finally computer gadgets should be regularly serviced with powerful antivirus installed.

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