



THE IMPACT OF MODERN OFFICE EQUIPMENT ON JOB PERFORMANCE OF MANAGERS IN SELECTED BUSINESS ORGANIZATIONS IN ANAMBRA STATE.

Authors:

¹NGOKA IKECHUKWU EMMANUEL, ² NZEWI CHINNO NNENNE

^{1&2} DEPARTMENT OF BUSINESS ADMINISTRATION AND MANAGEMENT,
FEDERAL POLYTECHNIC, OKO, ANAMBRA STATE.

¹ngokaikechukwu@yahoo.com ²chinoiwekanzewi@gmail.com

Abstract

The topic of this study is Critical Analysis of the impact and Effect of the Cashless Policy in the Nigeria Economic a Case Study of Nigeria Bottling Company Plc Onitsha the researcher gather data by the use of structured questionnaire and oral interview. The data so far collected were analyzed using simple average and percentage technique and chi - square used for testing hypothesis fining: institution are being reshaped and legislations are being re-examined so as to repositions the nation to take its rightful position in the international community. Recommendation: The researcher recommends that the adoption of this policy is a way of fast - tracking the Nigeria economy so as to be among the first 20-word economics comes 2020. Conclusion: if the recommendation preferred are adopted by the nation, in analyzing Critically the effect and the impact of this policy in Nigeria economy, factors such as the Nigeria Culture, the role of its government the state infrastructure, the level of general education the availability of real data, the amount of investments made and needed, security as it related to laws (enforcement and its Judiciary).

Abstract: Cashless, Policy, Economy, Nigeria, government

INTRODUCTION

Modern office equipment is the introduction of labour devices which was brought out through innovation known as revolution in the office. The equipment has become the integral part of a modern

machines and equipment used in different offices equipment. It is also a set of articles, apparatus or physical resources serving to equip a person, thing or enterprises while the effect of the modern office equipment is the success of this equipment on secretarial performance in their daily-activities in the office.



The use of modern office equipment is inevitable to offices in this modern era-until the 15th century. Before the advent of typewriters, publication of business mostly to secretaries because everything has to be handwritten.

With time and technological growth business organization witnessed information overload due to over increasing commercial transactions. Business therefore, needs technology in turn out words effectively, efficiently and continuously.

These days, the world of work is changing fast, as we approach the new millennium modern equipment are fast replacing manual machines in the workplace computer automated machines have gradually taken the work of men. With the level of sophistication and cut throat competition in our society, nobody is resting on their oars in the new technological age.

Before now, most employers of labour needed all kinds of categories of workers. Some were trained on the job, while others came as experts. In the factories, people were employed in their thousands to do all kinds of job. Production machines, acquired long ago, took time to warm up for use while workers took their turn in churning out the large number of work place.

Most management, employers of labour are of the view that the introduction of high technology to the workplace has made the work easier, faster, saves time and cost, especially on overhead, better than employing a multitude with no result.

Again with the introduction of new technologies, business men have saved from carrying huge sums of money all over the place, the advents of electronic- fund transfer is a pointer to this topic.

In the study, the researcher is concern with the effect of modern office equipment in

relation to the manager's performance in the office.

STATEMENT OF THE PROBLEM

Poor equipment like manual and electronic typewriter, fax telephone and which were use in 20th century were computer and other technology, make it easy for companies to form department, as the office becomes increasing dependant on technology, computer have become standard equipment. Video and other technological advanced have made it easier for offices to locate employee and client all over the world for meeting and other function. Time wasted, in time wasting, most managers' staff takes the time to develop a list of what you consider to be your biggest lime wasting. But today's world there are good job been produced because of good facility and people are there to make job smooth, fast and efficient.

PURPOSE OF THE STUDY

1. To find out the impact of modern office equipment on job performance.
2. To ascertain the extent to which the modem office equipment has affected the performance of managers.
3. To examine the problem of office equipment encountered by managers in selected business organization

RESEARCH QUESTIONS

1. What are the impacts of modern office equipment on job performance?
2. What extent has the modern office equipment, affected the performance of managers?
3. What are the problems of modern office equipment encountered by managers in selected business organization?



4. Does modern office equipment make organization global in marketing?

LITERATURE REVIEW

CONCEPTUAL FRAMEWORK

A lot of investigation has been carried out to find the impact of modern office equipment on job performance of managers in selected business organization in Anambra State. In order to effectively carry out this research work, investigation were made into related works done by other authors.

Barbara (2016) states that new business development in the world, due to technological changes, business organization strived to give better product and service in order to stay in business. The need for information exchange, records, payroll transaction, distribution, communication, book keeping, copies of documents motivate managers to procure modern office equipment which facilitate

office work and reduce labour cost. They include recording machine, facsimile, electronic typewriter, dictating, computer and calculating machines. The managers use some of the modern office equipment to carry out his duties effectively and efficiently.

Wealley (2016) emphasized that machine in offices help in auditing account balance, making automatic production of purchase paper. The development of accounting machine had proved to be even of greater importance to the accounting and administrative need of business world.

Elendu (2015) also gives his own opinion of the accounting machine by assenting that accounting performed routine book keeping related tasking a single operation.

THEORETICAL FRAMEWORK

Trist and Bamforth (2011), Socio technical systems theory also falls in the first category of job design approaches which



specify office with modern equipment, factors that enhance performance.

Basically, Socio technical systems theory describes work I systems as composed of social and technical subsystems and suggests that performance improvement can only follow from the joint optimization of both subsystems.

In more detail, Socio technical systems theory suggest a number of job design principles such as the compatibility between the design process and its objectives, a minimal specification of tasks, methods, and tasks allocation and the control of problems and unforeseen events as near as to their origins as possible.

Socio technical systems theory is more concerned with group performance than with individual performance. However, one can assume that work situations designed on the basis of this approach have also positive effects on individual performance. Approaches in the second category focus on

factors that have a detrimental effect on performance.

Role theory (Jackson & Schuler, 2015).

Within role theory, role ambiguity and role conflict are conceptualized as stressors that impede performance. However, empirical support for the assumed negative effects of

role ambiguity and role conflict is weak. In a recent meta-analysis a negative relationship was found between role ambiguity and performance in professional, technical and managerial jobs. Additionally, a negative-relationship found between role ambiguities and self-rating of performance. However, the 90% credibility interval of all other effect sizes included zero.

Situational perspective theory (Vroom, 1964). The situational perspective refers to factors in the individual's environment which stimulate and support or hinder performance. The core question to be answered is in which situation do



individuals perform best? The situational perspective encompasses approaches which focus on office with modern equipment factors but also specific motivational approaches which follow for example from expectancy theory or approaches which aim at improving performance by reward systems or by establishing perceptions of equity and fairness. Situational constraints include stressors such as lack of necessary information, problems with machines and supplies as well as stressors within the work environment. Situational constraints are assumed to impair job performance directly. For example when a machine breaks down one cannot continue to accomplish the task and therefore performance will suffer immediately.

EMPIRICAL REVIEW

M. Panimaler and K. Kannan carried out a study in January 2013. The study attempts to investigate on "An Employee Perception towards modern office equipment and

impact of environment management system" is the process of system of procedures, training, and one method to monitor an organization's impact on the environment and evaluate ways to minimize negative impacts on the environment. This study was conducted at the Tamilnadu Textile Processing Mill Society Ltd, Erode the environment management system brings the environment clean and productive, it helps organizations take a proactive rather than reactive approach that may not be regulated, such as energy use or use of resources. This research design that may not be regulated, such as energy use or use of resources. This research design used in this study is descriptive. The sample size is taken for the study is 100 respondents in Tamilnadu Textile Processing Mill, Erode. The needed data were collected as both primary and secondary data.

The major findings of the study is based on the analysis and the highly effectiveness of



modern office equipment and it helps to reduce the environmental impact. This analyses Suggested that implementing new technology to save the working cost in order to use the new technology to give on the job trainings. The recycling will reduce the EMS impact.

Finally, it is concluded that it will help to improve the employees working condition and create the awareness about the modern office equipment, and also it increase the profit and the environment clean.

Nina Munira Nabaruddin and Mohammad Sadegi April, 2013. This study aims to investigate the effect of modern office equipment toward employee's performance. Data was collected through the survey method, total of 139 employees participated from three main support is not significant, towards the employees performance. Meanwhile, job aid and physical workplace environment are having a significant relationship towards the employee's

performance level is depending on the quality of the employee's factors determine on how the employee's set engaged or attached to the organization. By conducting this project, the researcher could be able to identify the factors that could contribute to workplace environment that affect employee's performance. Therefore, the main purpose of this research is to investigate and to get a clearer picture on the factors that affect employee's performance from three different working places at Miyazu, Malaysia Sdm. Bhd. the places of Miyazu Malaysia Sdm. Bhd, includes the Miyazu's stamping plant and Miyazu's tooing plant.

METHODOLOGY

DESIGN OF THE STUDY

Survey design was considered appropriate for the study because of the type of information needed for investigation.

AREA OF THE STUDY



The impact of modern office equipment on job performance manager's in selected business organization in Anambra State.

$$1 + 120 (0.025)$$

$$n = \frac{120}{1 + 0.3}$$

$$n = 1.3$$

$$n = 105$$

This will be as a sample size for the study.

POPULATION OF THE STUDY

The population comprises of one hundred and twenty managers (120) in selected business organization in Anambra State.

INSTRUMENT FOR DATA COLLECTION

SAMPLE OF THE STUDY

As it was not easy for I he researcher to interview and distribute questionnaire to tin.- whole populations a sample size of one hundred and five (105) respondents were selected using the Yaro Yamane's formulation upon which generalization were made about the whole population.

In search of information for this research, the following tools were employed in data collection.

- i. Interviews
- ii. Personal expenses
- iii. Questionnaire

RELIABILITY OF THE INSTRUMENT:

Then the formula;

$$n = \frac{N}{1 + N(e)^2}$$

Where n = Sample size

N = Total Population

1 = Constant

e = Error Margin (0.05)²

Apply the formula

$$n = \frac{120}{1 + 120(0.05)^2}$$

$$n = \frac{120}{1 + 120(0.05)^2}$$

The researcher uses the external consistency procedure measuring the instrument including the text rate method.

This was used because the test was conducted on the same sample and its results were corrected with the earlier test result. The researcher was able to conclude



that the results to the test was reliable because there was a high co-efficiency of correction between the two results.

VALIDATION OF THE INSTRUMENT

The instrument was validated by the researcher's supervisor and a team of lecturer's from Business Administration and Management.. It was critically examined before the questionnaires were dispatched to the respondent.

DISTRIBUTION AND RETRIEVAL OF INSTRUMENT

The one hundred and five (105) copies of the questionnaires were administered by the researcher personally to the respondents but only eighty (80) copies of the questionnaire were retrieved after one week of administration.

equipment on the job performance?

Table 1

Option	Respondents	Percentage
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METHOD OF DATA ANALYSIS

Data collected so far were analyzed by the use of simple average and percentage techniques.

Formula:
$$\frac{F}{N} \times \frac{100}{1}$$

Where

F = frequency of respondents

N = Total Number of respondents

Also the statistical method used for testing the Hypothesis is Chi-square.

The formula is:

Where
$$X^2 = \sum \frac{(O_i - E_i)^2}{E_i}$$

Where E_i = Expectal frequency

O_i = Observed frequency

RESULTS

This chapter presents the results of the study.

Research Question 1

What are the impacts of modern office



High productivity	60	75%
Average productivity	15	19%
Low productivity	5	6%
No idea		0%
Total	80	100%

Source: Field Survey 2022

The above information showed that 60 respondents representing 75% said that High productivity is the impact of modern office equipment, while 15 respondents representing 19% said average productivity and 5 representing 6% said low productivity and 0 respondents said no idea.

Research Question 2

To what extent has the modern office equipment affected lie performance of mangers? **Table**

2

Option	Respondents	Percentage
Very high	50L	62.5
High	20	25
Low	10	12.5
Total	80	100

Source: Field Survey, 2022

The above information revealed that 50 respondents representing 62.5% said that modern office equipment has effect on the performance of managers to a very high extent, 20 respondents (25%) said high while 10 respondents (12.5) said low.

Research Question 3

What are the problems of modern office equipment encountered by managers in selected business organization? **Table 3**

Option	Respondents	Percentage
Health problems	20	25%
Unemployment	45	56.25%
Frauds	15	18.75%
Total	80	100%

Source: Field Survey, 2022

Based on the result above, 20 respondents representing 25% answered health problems, 45 respondents representing 56.25% said unemployment and 15 respondents said fraud.

Option	Respondents	Percentage
Yes	76	95%
No	4	5%
Total	80	100%

Source-Field Survey, 2022

Research Question 4

Does modern office equipment make organization global in marketing?

The above information shows that 76 respondents representing 95% answered

Table 4



yes that modern office equipment make organization global in marketing, while 4 respondents representing 5% answered no.

DISCUSSION

The major objective of this research was to find out the impact of modern office equipment to job performance of managers in some selected business organization in Anambra State. The questions relevant for the study were formulated and collected back. Also the literatures relevant to the study were reviewed. However, the major findings of the study were as follows.

1. Modern office equipment's have impacted positively to the job performance of managers and to the growth of business organization, in Anambra State.
2. Modern office equipment has increased the efficiency and effectiveness of managerial and administrative and clerical functions in business organization

become easier and faster than before.

3. That modern office equipment has some negative effects on office managers, business organization and the society at large. These effects are unemployment health problems, computer or internet crimes and frauds and others.

CONCLUSION

Based on the findings of the study the following conclusions were made.

1. Modern office equipment should be used in business organization to enhance the job efficiency and effectiveness of managers, also for the easy and fast managerial and clerical functions in business organizations.
2. Modern office equipment preferable than manual office equipment for the nature of our present office work irrespective of

some negative effect of modern equipment.

RECOMMENDATIONS

Based on the findings of this study and the conclusion drawn from it, the following recommendation was made:

- Business organization should be adopting the use of modern office equipment in processing their product and service rather manual local office equipment.
- Solution should be provided to reduce and eradicate the negative effects of modern equipment in business organization and society.
- Finding modern office equipment should not be used to do some office works that needs human relationship.

LIMITATIONS OF THE STUDY

The following limitations were inherent in the story:

1. The inability of the researcher to include all business organization in Anambra State, was due to inadequate funds and time at the researcher disposal therefore, the findings and general selected business organization in Anambra State.
2. The limitation inherent in the use of questionnaire in terms of objectivity, truthfulness, and sincerity from subjects are acknowledged, therefore the tendency for a degree of error to occur in the final evolution of data.
3. The researcher inability to discover the solution to the negative impact of modern office equipment to the performance of office managers, business organization and society.

SUGGESTIONS FOR FURTHER RESEARCH



The following suggestions were made for further research.

- This study should be replaced in other business organization in Anambra State.
- Further research should be conducted to find out the solution to overcome and reduce the negative effects of modern office equipment, in job performance of office managers.

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