COMPUTER USAGE AND ITS IMPACT ON STAFF OF FEDERAL MINISTRY OF FINANCE, ABUJA, NIGERIA

By

J. K. ALHASSAN* and G. ALIU**

* J. K. ALHASSAN, holds B.Tech (Mathematics and Computer Science) and M.Sc (Computer Science) from the Federal University of Technology, Minna and University of Ibadan respectively. PhD in view (in Computer Science) at University of Nigeria, Nsukka. He is a Lecturer at the department of Library and Information Technology, Federal University of Technology, Minna, Nigeria. E- mail: jkalhassan@yahoo.com

** G. ALIU holds B.Tech (Physics and Computer Science) and M.Sc (Information Science) from the Federal University of Technology, Minna and University of Ibadan respectively. She is a Lecturer at the department of Library and Information Technology, Federal University of Technology, Minna, Nigeria. E- mail: minacee@yahoo.com

Abstract

This study examined the usage of computer and its impact on the staff of Federal Ministry of Finance, Abuja. Data were gathered from the staff of the organization through administering of questionnaire. The data was analyzed using simple frequency and percentages distributions. From the analysis of the questionnaire administered it showed that computerization have positive effects on the growth of the ministry. The analysis of data also showed that almost half of the staff that responded has just been employed, majority of them are computer literate, and none of the staff under study can use all the Ms Office packages, also 33% of the staff cannot use the internet, all the staff agreed that computerization have a great effect on them, despite the computerization of the ministry, 80% of the operations are done manually, also more than half of the staff have no personal computer majority of them as a result of fund, 73% of the staff have their workload reduced as a result of the computerization, finally, 90% of the staff agreed that the computerization has created an impact on them. Therefore, this study recommended that full computerization of the ministry's operation should be in place to improve its efficiency, with full computerization of the ministry all or most of the staff would become familiar with the software packages this would help improve their computer literacy and the ministry should provide computers on loan basis for staff that can not afford it, with Internet facilities.

Key words: Usage, Computer, Impact and Staff.

Introduction

The invention of computers was informed by the quest to solve the numerous

human and societal problems that is confronting us in our daily lives. Some of the advantages of computer are; ability to process data at a very high speed, ability to perform calculation relatively fast and with high degree of accuracy, large storage facilities for storing and retrieval of information, to mention but few are worth the effort of the invention. Thus it is difficult to find an area of business, finance, industry, government, agriculture, education, health, sports or our personal lives that the computer has not touched. Before the introduction of computer, business transactions, operation or activities in organization were done manually. These includes entries into sales books, updating of the book, and auditing, manually storing of employees records, updating and retrieving, manually transfer of files from one department to the other, manual processing of data, and generation of information. Hence the introduction computers to perform most of these tasks have resulted in the computerization of manual processes. For example, the standard data processing systems, such as payroll processing, preparation of financial statements and sales order are processed with the computer so as to reduce electrical burden.

Today we are in the era of information technology, where information is generated, collected and distributed. The continual existence of an organization depends on the volume of information generated and managed. This implies that, for any organization to continue to exist, it must possess, the current generated information, should be stored for reference purposes, hence the indispensable application of the computer system.

This research work chose three of the departments from the ministry which uses computers for their operations, to access their usage and impact. The departments that were chosen are; Administrations and Supplies, Economic Research and Policy Management.

Statement of the Problems

There is need to access the efficiency, performances and effectiveness of computerization in Federal Ministry of Finance, Abuja, because of the roles the ministry plays in the financial section of Nigeria, so as to see how best the ministry can improve on her operations through the use of computers. Also there is need to access the level of usage of computers by the staff of the ministry, particularly if the problems of inadequate records keeping, mishandling of files, speed in file processing, and lost of staff records among other problems are taken care-off or not. Staff computer literacy need to also be accessed to see their level of usage. This study examined three departments in Federal Ministry of Finance, Abuja on their levels of computer usage and its impact on their operations.

Objectives of the Study

The global demand for computerization without due regard to its impact on staffing (users) and management control structure are the focus of this project. The following are the objectives:

1. To access the level of computer literacy of the staff.
2. To access the impact computerizations have on the staff control in the ministry.
3. To access the impact computerizations have on management control in ministry.
4. To know how effective the system are working to meet its purpose.
5. To point out the strength and weakness of impact of computer on the staff and management.
6. To determine the effects of computer on staffing and management control.

To know how effective the systems are working.

Research Methodology

In an effort at examining the computer usage and its impact on the staff of Federal Ministry of Finance, Abuja, a survey was conducted. The questionnaires were administered to three (3) departments. Namely; Administrations and Supplies, Economic research and policy management and Finance and accounts. The systematic random sampling technique was used so that every member of the staff was eligible for selection. In applying this technique, thirty (30) staff were selected at random from those departments of fifty (50) staff, and questionnaires were administered on the persons picked. All the categories of staff were included, junior, senior and management staff. This gave every person in the population an equal chance of being selected. The procedure for data analysis involves descriptive statistical analysis involving frequency and percentage employed in presenting the result.

Analytical method was used in conducting this study. Questionnaires were used for data collection and the procedure for data analysis involves descriptive statistic analysis involving frequency and percentages were employed in presenting the result. .

Literature Review

The computer is an electronic device that is capable of accepting data in form of coded electronic signal, storing the data and applying prescribed processes to the data on the basis of a set of predetermined instruction called program. It could also be defined as an electronic, general purpose, problem solving machine or device which accepts data as input, processes the input according to pre-defined programme or instruction, so as to give the desired output in form of information, (Madu and Adeniran, 2005).

According to French (2001) a computer is a device that processes data or information. According to him, the data is normally held within the computer as it is being processed. The nature of processing may change according to the data entered. Information systems and technologies have become a vital component of successful businesses and organizations. They thus constitute an essential field of study in business and administration and management. (James, 2003). The world is moving on beyond boxy computers that sits on desks or even on laps, we are entering a time in which handheld computers, two-way

wireless pagers and beefed-up cell-phones will let one access information anytime anywhere, both general and personal information-the electronic correspondence, documents, appointments, photos, songs, money matters and other important data, (Brian and Stacey, 2003).

The Federal Ministry of Finance was established in 1958 by finance (control and management) ordinance, to replace the then finance department. The ordinance conferred on the ministry the responsibility for the control and management of the public finance of the federation.

In the 1980s, attempts were made to re-organize the finance ministry either by exercising some of its department or ceding others to it. For example, in 1980 the budget office became an extra-ministerial department under the executive office of the president and headed by an adviser to the president on the budget matters. From 1987, the budget office functioned once again under the ministry of finance and was supervised by its own permanent secretary. In 1988, the office was merged with the ministry of national planning to form the office of budget and planning in the presidency under a ministry of state. Then in 1991, the budget office was excised again from the ministry of budget and planning and returned to the ministry of finance where it is to date. In the case of the customs, it was a department in the ministry of finance until 1985 when it was transferred to the ministry of internal affairs where it was managed under the customs, immigration and prisons services board. However, in 1992, customs was returned to the jurisdiction of the ministry of finance. With regard to the development aid department, it was transferred in 1988 from the national planning to finance to form the federal ministry of finance and economic department. The development aid department was eventually returned to national planning in 1991.

Aronu (2000), Define staffing as one of the management functions in the organization which deals with the selection of people to fill the positions that exist in the organization, training employees to meet initial or changing job requirements, preparing employees for changing the conditions and reassigning or removing employees if such action is required.

Data Analysis and Discussion

Table 1: Distribution of Respondents by Gender:

Gender	Number of Respondents	Percentage
Male	17	56.66
Female	13	43.33
Total	30	100.0

Table 1 reveals that there are more males 17 respondents representing 56.6% than females 13 respondents 43.33% in the sample used for the study. Its implication is that the number of male staff is more than that of the female.

Table 2: Distribution of Respondents by Departments:

Department	Number of Respondents	Percentage
Administration	10	33.33
Supplies	10	33.33
Finance	10	33.33
Total	30	100.0

Table 2 reveals that 10 respondents representing 33.3% are administration staffs, 10 respondents representing 33.3% are supplies staffs, while 10 respondents representing 33.3% are finance staffs.

Table 3: Distribution of Respondents by working period:

Working period	Number of Respondents	Percentage
Less than a years	3	10
Between 1-2years	12	40
Between 3-4years	8	26.66
5years and above	7	23.33
Total	30	100.0

Table 3 reveals that those with working period between 1-2years has the highest number of respondents, thus 12 respondents representing 40.0%, 3 respondents representing 10.0%, 8 respondents representing 26.6% while 7 respondents representing 23.3% staffs.

Table 4: Distribution of Respondents by Qualification:

Table 4: Distribution of Respondents by Qualification:

Qualification	Number of Respondents	Percentage
School cert	3	10
NCE/ND/DIPL	5	16.66
HND	9	30
B.SC	8	26.66
M.SC	5	16.66
Total	30	100.0

Table 4 reveals that 3 respondents representing 10% have school cert, 5 respondents representing 16.6% have NCE/ND/DIPL, 9 respondents representing 30% have HND with the highest number of respondents, 8 respondents representing 26.6% have B.SC, while 5 respondents representing 16.6% have M.SC:, qualifications.

Table 5: Respondents based on computer literacy:

Options	Number of Respondents	Percentage
Yes	30	100
No	-	-
Total	30	100

Table 5 reveals that 30 respondent representing 100% are computer literate; it implies that all the respondents are computer literate in their various departments.

Table 6: Respondents that make use of various application packages:

Options	Number of Respondents	Percentage
A) Ms-word	9	30
B) Ms-excel	9	30
C) Ms-power point	1	3.33
D) Ms-access	2	6.66
A and B	9	30
A, B, and C	-	-
A ,B, C, and D above	-	-
Total	30	100

Table 6 reveals that 9 respondents using Ms-word representing 30%, 9 respondents using Ms-excel representing 30%, 1 respondent using Ms-power point representing 3.33%, 2 respondents using Ms-access representing 6.66%, 9 respondents using Ms- word and Ms-excel which is representing 30%, while none was selected for the rest options. The

implication is that, the staff makes use of Microsoft Excel than other application packages: this is because this package is used for accounting computations and analysis.

Table 7: Respondents that can use the internet:

Options	Number of Respondents	Percentage
Yes	20	66.6
No	10	33.3
Total	30	100.0

Table 7 shows that 20 respondents representing 66.6% know how to use the internet while 10 respondents representing 33.3 do not know how to use the internet. It implies that majority of the respondents know how to use the internet. This means that there is need for to train the remaining staff on the use of the Internet.

Table 8: Respondents that can write computer program:

Options	Number of Respondents	Percentage
Yes	20	66.6
No	10	33.3
Total	30	100.0

Table 8 shows that 20 respondents representing 66.6%, know how to program while 10 respondents representing 33.3%, do not know how to program. It shows that majority know how to write computer program.

Table 9: Respondents that still uses the old method:

Options	Number of Respondents	Percentage
Yes	24	80
No	6	20
Total	30	100

Table 9 reveals that 24 respondents representing 80% accepts that the ministry stills uses the old method of information generation, while 6 respondents representing 20%, disagrees that it still uses the old method.

Table 10: Respondents that uses computer and what they use it for:

Options	Number of Respondents	Percentage
Word processing	4	13.3
E-mail	4	13.3
Research	2	6.6
Business	9	30
Other	11	36.66
Total	30	100.0

Table 10 shows that 4 respondents representing 13.3% uses word processing, 4 respondents representing 13.3% uses the computer to sent and receive e-mail, 2 respondents representing 6.6% make use of the computer to do research, 9 respondents representing 30% use it for business, while 11 respondents representing 36.66% makes use of it for other purposes.

Table 11: Respondents that have personal computers:

Options	Number of Respondents	Percentage
Yes	11	36.66
No	19	63.33
Total	30	100.0

Table 11 shows that 11 respondents representing 36.6% has personal computer, while 19 respondents representing 63.3% do not have their personal computer. It is clear from the data that more respondents do not have their own computer than those that have their personal computer.

Table 12: Respondents with reasons why they do not have a personal computer:

Options	Number of Respondents	Percentage
No fund/finance	11	36.6
No idea	5	16.6
No interest	3	10
No indication	11	36.6
Total	30	100.0

Table 12 reveals that 11 respondents representing 36.6% have no fund to purchase their personal computer, 5 respondents representing 16.6% have no idea, and 3 respondents representing 10% have no interest while 11 respondents representing 36.6 did not indicate why they want to their personal computers.

Table 13: Respondents whose workload has been reduced:

Options	Number of Respondents	Percentage
Yes	22	73.3
No	8	26.6
Total	30	100.0

Table 13 reveals that 22 respondents representing 73.3% workload have been reduced after computerization process, while 8 respondents representing 26.6% workload not reduced after computerization exercise. It is a clear indication that that computerization has

reduced the staffs' workload from the data gotten.

Table 14: Respondents who computerization has impacted:

Options	Number of Respondents	Percentage
Yes	27	90
No	3	10
Total	30	100.0

Table 14 shows that 27 respondents representing 90% indicates that computerization has created an impact on them, while 3 respondents representing 10% indicates that it has not created any impact on them. But from it implies that it has created a lot of impact on respondents.

Findings

The following are the findings of this study; Almost half of the staff that responded has just been employed; Majority of the staff are computer literate; None of the staff under the study can use all the Microsoft Office packages; 33% of the staff cannot use the internet; All the staff agreed that computerization have a great effect on staff control; Despite the computerization of the ministry, 80% of the operations are done manually; More than half of the staffs have no personal computer majority of them as a result of fund; 73% of the staff has their workload reduced as a result of computerization and almost all the staff agreed that computerization has impacted them positively.

Conclusion and Recommendation

The ministry was having problems of inadequate record keeping, mishandling of files and lost of staff records, which to a large extent have been reduced and even eliminated. The ministry is now enjoying the advantages of adequate records of staffs and their operations in the database. In view of the findings, the following are the recommendations of this study; Full computerization of the ministry's operation should be in place to improve its efficiency; With the full computerization of the ministry all or most of the staff would become familiar with the software packages this would help improve their computer literacy; The ministry should provide computers on loan basis for staff that can't afford it; With the availability of computers for staff, the staff would become more familiar with the use of internet which would help improve their computer literacy level; The authorities should try and change the attitude of the staff towards the use of computers so that the computerization process would be fully implemented; computerization should be encouraged because it improves the overall management and control performance of any organization.

REFERENCES

Aronu D. I. (2000): Seminar Note on Administration and Control in a Computerized Work Environment. Kaduna Polytechnic (Unpublished): 23.

Brian K. W and Stacey C. S (2003): Using Information Technology. New York: The McGraw-Hill Companies, Inc. P2.

French C. S. (2001): Data Processing and Information Technology. 10th Edn. In Madu E.C and Adeniran T.N. (2005) Information Technology: Uses and Preservation of Resources in Libraries and Information Centres. Evi-Coleman Publications, Ibadan. Pg.53.

James A. O (2003): Introduction to Information Systems Essentials for the E-Business Enterprise. 11th Edition. New York: The McGraw-Hill Companies, Inc. P4.

Madu E. C and Adeniran T.N (2005): Information Technology: Uses and Preservation of Resources in Libraries and Information Centres. Evi-Coleman Publications, Ibadan. Pg.53.