

## Office Technology And Management Is One Of The Options Of Business Education Programme In Colleges Of Education

Bongotons, O. Y

### Abstract

The findings from the study showed that, the respondents accepted the following as the resources provided in Colleges of Education for effective implementation of office technology and management education programme: one senior typist/secretary, one typewriter mechanic, 30 Manual typewriters, 10 computers, 30 swivel chairs, 30 typists desks, one instructors' table or desk, one instructor's chair, four stapling machines, 2 perforators, two stop watches, one wall clock, one English dictionary, two filing cabinets, tape recorders/console, headphones, file cabinet, furniture, executive tables with drawers and chairs, secretary's table with drawers and swivel chairs, photocopies and waste paper basket. The items were accepted because they are above the cutoff point of 2.50. The findings from the study also showed that, the respondents accepted the following as the resources that are used in colleges of Education for the effective implementation of OTME programme: one senior typist/secretary, one typewriter mechanic, 30 Manual typewriters, 10 computers, 30 swivel chairs, 30 typists desks, one instructors' table or desk, one instructor's chair, four stapling machines, two perforators, two stop watches, one wall clock, one English dictionary, two filing cabinets, tape recorders/console, headphones, file cabinet, furniture, executive tables with drawers and chairs, secretary's table with drawers and swivel chairs, photocopies and waste paper basket. The test of hypothesis showed that there was no significant difference in the mean responses of male and female lecturers of Business Education on the functionality of resources in Colleges of education for effective implementation of OTME programme.

### Keyword

### Introduction

The findings from the study showed that, the respondents accepted the following as the resources provided in Colleges of Education for effective implementation of office technology and management education programme: one senior typist/secretary, one typewriter mechanic, 30 Manual typewriters, 10 computers, 30 swivel chairs, 30 typists desks, one instructors' table or desk, one instructor's chair, four stapling machines, 2 perforators, two stop watches, one wall clock, one English dictionary, two filing cabinets, tape recorders/console, headphones, file cabinet, furniture, executive tables with drawers and chairs, secretary's table with drawers and swivel chairs, photocopies and waste paper basket. The items were accepted because they are above the cutoff point of 2.50. The findings from the study also showed that, the respondents accepted the following as the resources that are used in colleges of Education for the effective implementation of OTME programme: one senior typist/secretary, one typewriter mechanic, 30 Manual typewriters, 10 computers, 30 swivel chairs, 30 typists desks, one instructors' table or desk, one instructor's chair, four stapling machines, two perforators, two stop watches, one wall clock, one English dictionary, two filing cabinets, tape recorders/console, headphones, file cabinet, furniture, executive tables with drawers and chairs, secretary's table with drawers and swivel chairs, photocopies and waste paper basket. The test of hypothesis showed that there was no significant difference in the mean responses of male and female lecturers of Business Education on the functionality of

resources in Colleges of education for effective implementation of OTME programme.

Since culture has both a material and non-material or abstract existence, it functions like an ideology as well. Mainoma describes it as a "collective programming of the mind that distinguishes the members of one group or category of people from others" (3). It means that culture is a set of beliefs from which members of a given group derive their identity and spiritual fulfilment. These categories could be recognized at different levels in society, at the national, the tribe or ethnic group or at organizational level. We often talk about the Nigerian culture, the Indian culture, the Western culture, the Tiv culture, the Hausa culture and so on. We can also validly recognize something like the Gboko culture, the Bristow culture or the university culture depending on the context of our discussion. The operational definition of most contemporary practitioners of culture is given by UNESCO as encompassing both the ideological and the material aspects as thus: The purpose of "Challenges of Islamic Da'wah in Bangladesh: The Christian Missions and Their Evangelization" is to compare the multifaceted preaching style of Christian missionaries in order to discuss the difficulties of Islamic Da'wah in Bangladesh. It also discusses the responsibilities of Bangladeshi Islamic Da'wah movements, which deal with fresh methods and creative solutions to the escalating problems faced by Christian missionaries. In order to address the Da'wah challenges and bring about The purpose of "Challenges of Islamic Da'wah in Bangladesh: The Chris-

tian Missions and Their Evangelization" is to compare the multifaceted preaching style of Christian missionaries in order to discuss the difficulties of Islamic Da'wah in Bangladesh. It also discusses the responsibilities of Bangladeshi Islamic Da'wah movements, which deal

Foo, et al. discussed adverse skin reactions such as rashes, acne, and itching from mask use. It is the same with interviewed study by Agussalim in many workers in the groceries related to their acnes arisen in their face since last two years pandemic covid-19. The Center for Diseases Control (CDC), WHO, and the ministry of health of Indonesian Republic recommend wearing N95 masks during care of patients with highly transmissible diseases such as tuberculosis, SARS, and COVID-19. The N in N95 stands for NIOSH, the National Institute for Occupational Safety and Health of the United States and 95 indicates filter efficiency of particles. Thus, an N95 mask is 95% effective at filtering airborne particles including very small ones.

In comparison, while surgical masks provide a barrier against large respiratory particles, they are ineffective at providing protection from smaller particles. Surgical masks also do not prevent leakage around the mask when the user inhales. Therefore, surgical masks are ineffective and do not provide enough protection when performing direct care for patients with COVID-19.

To prevent the spread of COVID-19, hospitals required their employees and visitors to wear a mask at all times when in the facility. Generally, employees and visitors wore surgical masks, and when providing direct care for COVID-19 patients, the employees donned N95 masks.

Based on the background above, we really so curious to explore more about the hide effect of using mask prolonged time based on literature.

## Method

This study was surf from the many suitable literatures to be summarized. It is derived from internet for being summarize under "no hoax application". The literature is not only coming from the article but many of them come from the experts which are recorded from the news website.

## Result

Result. In references we cite describes any hiding side effects of using mask prolonged due to covid-19 pandemic. It is one of the dangerous cases for body system; such us:

### Stockpiling Carbon Dioxide

The use of masks that are too long can make the accumulation of carbon dioxide. Starting from the exchange between oxygen and carbon dioxide is disrupted and will allow the accumulation of carbon dioxide in the respiratory system and lactic acid throughout the body. Carbon dioxide gas is needed by the body, but if the amount is excessive it will become acidosis that causes oxygen in the blood is difficult to release into the body's cells and the body becomes deprived of oxygen. This will make you feel dizzy, nausea, headaches, heart rate increases to coma and death.

## Skin Irritation

Irritation of the skin can also occur if you use the mask for too long; it is due to the suppression and friction of the mask itself during use. This irritation will usually occur at the bottom of the eyes, nose and chin. Skin irritation, skin dehydration, and acne will occur around the mouth because the skin's natural moisture disappears. On the other hand, due to the use of old masks those are not replaced so that the accumulation of dirt and micro pathogenic organisms in the area resulted in local infections.

## Headache

The next danger when you wear a mask for too long is a headache, if the taste begins to be felt then you should immediately end the use of the mask. Blaylock, a retired neurosurgeon from the United States conducted a study of 212 health workers who he asked to report the presence of headaches while using N95 masks, including the duration and type of headaches, as well as whether they had a previously existing headache. The study found that about one-third of medical workers experience headaches while using N95 masks. The majority have previously existing headaches that get worse due to the wearing of masks. Then, about three out of five medical workers need pain medication to relieve headaches.

The researchers found that masks reduced blood oxygen levels (paO<sub>2</sub>) significantly. The longer the duration of use of the mask, the greater the decrease in oxygen levels in the blood, "said Blaylock. The potential of the mask reducing oxygen levels in the wearer is important, not only because it can cause fainting, but also because the mask is associated with reduced natural immunity.

## Increased Airway Resistance

Airway resistance will also occur to you if you wear a mask for too long. This health condition is an obstacle that results from the friction force of air flow, the friction enters the respiratory tract with the walls of the airway. This airway resistance can occur due to bronchial smooth muscle, density, viscosity of respiratory gas and lung volume contracting. If left unchecked it can result in the onset of bronchial asthma, chronic obstructive pulmonary disease to obesity hypoventilation syndrome. In the next few years there will be an increase in COPD cases which is one of the palliative cases that require long handling and drains the large state budget.

## Hypoxia

Hypoxia is one of the dangers that can occur if you wear a mask for too long. Hypoxia is a condition that results in a lack of oxygen supply in the body's cells and tissues. This condition occurs when there is a disturbance in the oxygen transport system from breathing until oxygen is used by the body's cells. Hypoxia that is left continuously interferes with the function of the brain, liver, and other organs quickly. Here are the symptoms of hypoxia reported from short and fast breath, being dazed or confused, rapid heartbeat, Cough, Skin color becomes somewhat bluish or can become bright red, limp, breathing sounds, loss of consciousness, feeling like being strangled and sweating cold.

Currently the number of traffic accidents is very high in Indonesia, especially four-wheeled riders who wear tight masks. This can be the effect of hypoxia due to lack of oxygen that results in chaotic brain control or a person becomes unconscious while driving and results in traffic accidents on the highway.

#### Suggestions

1. Based on the references we get, to prevent the side effects of using masks for a long period is: Masks must be disposable or must be washed every day if they must be used many times.
2. Disposable masks should not be worn for more than 8 hours per day. Fabrics that can be used many times are those that are not made of wool.
3. Any sneezing or cough mask should be opened and closed with tissue and then discharged to the infectious site.
4. Every 2 hours wearing a mask, it must be open to breathe fresh air rich in oxygen so that the body, especially the lungs gets fresh air.
5. The mask or hook should not be made of latex because it can trigger allergies to the face area.
6. Avoid wearing a tight mask when driving a vehicle or exercising.

#### References

1. Lim ECH, Seet RCS, Lee K-H, Wilder-Smith EPV, Chuah BYS, et al. (2006) Headaches and the N95 face-mask amongst healthcare providers. *Acta Neurol Scand* 113: 199-202.
2. Foo C, Anthony TJ Goon, Yung-Hian Leow, Chee-Leok Goh (2006) Adverse skin reactions to personal protective, Rosner. *J Infect Dis Epidemiol* 2020, 6:130
3. Center for Disease Control and Prevention (2020) NIOSH-approved N95 particulate filtering facepiece respirators: Ancillary respirator information.
4. Johnson AT (2016) Respirator masks protect health but impact performance: A review. *J Biol Eng* 10: 4.
5. Ong JJY, Bharatendu C, Goh Y, Tang JZY, Sooi KW, et al. (2020) Headaches associated with personal protective equipment- A cross sectional study among frontline healthcare workers during COVID-19. *Headache* 60: 864- 87
6. Lan J, Song Z, Miao X, Li H, Li Y, et al. (2020) Skin damage among health care workers managing coronavirus disease-2019. *J Am Acad Dermatol* 82: 1215-1216.
7. Badri FM (2017) Surgical mask contact dermatitis and epidemiology of contact dermatitis in healthcare workers. *Current Allergy & Clinical Immunology* 30: 183-188.
8. Rebmann T, Carrico R, Wang J (2013) Physiologic and other effects and compliance with long-term respirator use among medical intensive care unit nurses. *Am J Infect Control* 41: 1218-1223.
9. Darlenski R, Tsankov N (2020) Covid-19 pandemic and the skin- What should dermatologists know? *Clin*

*Dermatol.* equipment against severe acute respiratory syndrome- a descriptive study in Singapore. *Contact Dermatitis* 55: 291- 294.