Abstract

Computer technology is fast becoming a vital engine of growth for the world’s economy. It has created opportunities for many enterprising individuals, firms and communities globally. Likewise, it has altered the very nature of organizational work and is about to change the work itself. While typewriters are disappearing in favour of word Processors, office vernaculars are also polarized with different acronyms and terminologies in ICT. This paper observes that since computer literacy is already a prerequisite for employment and career mobility. It is therefore, expedient that everybody, and especially secretarial staff should be ICT compliant.

**Index Terms**

Computer Science

Information Systems

**Key words**

Changing work environment

ICT

office automation

system

information system

cyberphobia

videoconferencing