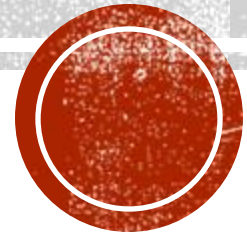


COMPUTER APPLICATION AND OFFICE MANAGEMENT

PUBA203A



COMPUTER FUNDAMENTALS

- A Computer can be defined as an electronic device that takes input from its user, store , processes data and generates the required output as per processing instructions given to it by the user



COMPUTER DESIGN

- Computer design is concerned with the hardware design of the computer. Once the computer specifications are formulated it is the task of the designer to develop hardware for the system. Computer design is concerned with the determination of what hardware should be used and how the parts should be connected.



OPERATING SYSTEM

- An operating system is an integrated collection of programs that acts as an interface between user program and computer hardware. It takes control over the operation of the computer to the extent of being able to allow a number of programs to be run on computer without intervention.



OFFICE AND OFFICE MANAGEMENT

- Office is an important place of the organisation where different functions are performed to achieve the objectives of the organisation.
- Office management is the process of planning, organizing, staffing, directing and controlling the administrative functions of in order to achieve the objectives of organisation.



PAPERLESS OFFICE

- A paperless office is a work environment in which the use of paper is eliminated or greatly reduced. This is done by converting documents and other papers into digital form.

