CITC a Computer Instituteâ€™s objective is to impart practical Computer Education to all generation by Gouri

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Computer plays an important in Modern Business. Today, even the smallest company has a computer on almost every desk, and each one of those computers has many times the processing. So computer education is the need of the hour.

For example Computer used in Management. Accurate and current information is essential to making sound management decisions. The modern computer's ability to store, access and analyze large amounts of data is tremendously helpful in this regard. Business reports that managers used to have to wait days or weeks for an analyst to compile are now available immediately at the press of a button.

From the human resource department's personnel files to the sales department's expense report entries, every department in a company has record-keeping needs. Unlike the physical file cabinets of old, modern computers can store vast amounts of digitally encoded data in a very small space, all of it continuously indexed for easy retrieval at any time.

Far from simply sticking a copy of the order form into a file drawer, computerized order tracking today involves following the order through every step from receiving it from the customer to delivering the goods or services to the customer's door. This allows not only for unprecedented monitoring and control of the entire process, but also the gathering of useful analytical data at every step.

Whether a company is engaged in manufacturing or just distribution, many of the activities of a typical shop floor have been enhanced--and in some cases, totally automated--by computers. Manufacturing assembly is often done by computerized robotic machinery. Packing, weighing and labeling of goods for shipping is often an automated affair, as is the creation of all necessary shipping documents. Computers can even indicate how each individual truck trailer should be loaded to allow the most efficient unloading at the various stops on the delivery route.

Yes, those cash registers in retail establishments are all computerized these days, and in many cases they do much more than just ring up sales. Cash register transactions are fed directly into the company's computer network, where it provides valuable, up-to-the-minute information for use in sales tracking and projection, accounting, inventory control and many other functions.

Through a company's computer network, data from any department in the company can be accessed and viewed by any other department as needed. The network can also be programmed to send automatic notifications of significant events to appropriate departments. For instance, when a customer's order is loaded onto a truck for shipping, the accounting department may be automatically notified for billing purposes. In addition, both inside and outside the company, email has become a widely used alternative to both the telephone and regular mail.

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