

# The Challenges Posed by Information Technology to Secretaries: A Study with Reference to Federal Polytechnic, Bida, Niger State, Nigeria

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This study was conducted to identify the challenges of information technologies on secretaries in the Federal Polytechnic Bida, Niger State, Nigeria. The study was embarked upon to emphasize the importance or significance of secretaries as they face the challenges of the information technology in an ICT era. The research was carried out using 50 secretaries. The instrument used in the collection of data was a questionnaire and the data collected was analyzed using the SPSS software. From the analysis of data collected, it was found and concluded that among other things most secretaries lack necessary skills required for ICT in the modern office and most of them with just typing and shorthand skills are on the verge of losing their jobs. Although, it was discovered and concluded that secretaries will not be replaced by computers and that the ones with ICT skills are in high demand and with ample career opportunities in the modern office. It was then recommended that organizations should train and retrain their secretaries to be ICT-compliant and that the curriculum of secretarial study programs should be reviewed and widened to include ICT courses so as to give potential secretaries an ICT background.

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## Introduction

The world is changing and all that exists in it are changing along with it. That is why the secretarial profession, one of the oldest professions in the world, is changing too. Secretarial profession which is a noble profession existed in the early stage of the development of man and practitioners were associated with kings, top military officers and great men. In those early days, the secretary's job was tedious, as it was narrow

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