

Independent Study Title	Online Program for Supporting Secretarial Work at the Office of the President, Rajabhat Institute Lampang
Author	Miss Jaruwan Khruetean
Degree	Master of Science (Information Technology and Management)
Independent Study Advisor	Asst. Prof. Panipa Phaiboonnimit

ABSTRACT

This independent study “Online Program for Supporting Secretarial Work at the Office of the President, Rajabhat Institute Lampang” was purposed to develop the online program for supporting the secretarial work. This independent study studied about the system of appointment and reminder for administrators, reporting data system and exchanging information between the board and the organizations, the system of following works and official letters and the system of working report and ordering. The data were collected by studying and analyzing the system of working in secretarial section. Then designed the program and the database. After that the program was developed by using the information that had been collected from the secretarial section of the Rajabhat Institute Lampang as a case study.

This program had been developed from Microsoft Window 2000 Server by using ASP to be the program for developing information technology system and using Microsoft SQL Server 2000 program for managing the database.

From the study found that the designing and developing, Online program for supporting secretarial work can be used in the real life. It was the used of resources and the information technology that had been used in the organization to be useful. It made the secretarial work to be effective. Moreover, it made the connection and the exchange of information with other

organizations to be correctly and rapidly and it could be used to be a guideline for other organizations in terms of using the program for secretarial work.

