On the Reform of Computer Basic Education in Higher Vocational Colleges

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Abstract: The development of information society makes the study and application of computer becomes more and more important, the application of the two computer has been widely used in all aspects of our life, modern office and teaching, the basic application of computer has become the main tool for daily work, as the computer is used more and more widely and important, computer teaching in higher vocational colleges has become a subject for students must master the skills, learning computer courses must be able to grasp the actual road on the basis of computer knowledge and skilled operation of computer, this is our students in Higher Vocational Colleges after graduation, no matter what the job must master the skills, is necessary conditions to adapt to the job. At that time in the computer teaching mode, most of the students on the basis of actual operation of the computer is not very ideal, application of computer skilled enough, this shows that in the higher vocational college computer professional teaching courses and teaching there are still a lot of problems, and these problems may be directly caused the students in after graduation, the employment quality has great influence, so the reform of basic computer teaching in higher vocational colleges is an urgent problem in current higher vocational colleges, this paper simply analyzes the reform of higher vocational colleges how to carry on the computer based teaching and teaching methods.

Key words: computer; basic teaching; reform

With the development of computer technology, the development of computer technology has become an indispensable work and information tool in our work and life learning. Higher vocational college students in the graduation application will be faced with the candidates to master some of the computer knowledge and skilled use of computer embarrassment. For the basic computer education has become more and more important to the students' employment problems, many higher vocational colleges have computer basic course to the students of public elective courses.

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1. Present situation and existing problems of computer basic teaching in Higher Vocational Colleges

There are different differences in the degree of computer education in vocational colleges, so teachers in vocational colleges have great difficulties in the process of computer basic teaching. For students of computer basic knowledge in different degree of problem we can "hierarchical teaching", according to the students' different knowledge on computer are respectively set up different courses, after trying to practice this "hierarchical teaching", obtained very big effect. But this is only for the students in the teaching methods at first, the classification for different majors in higher vocational colleges, also need to focus on the application of teaching methods, according to different professional needs, set up courses need to change.

1.1 ignore the differences of students' learning background

The students of higher vocational colleges come from different regions, their learning background and learning ability are different. For example: when we give new time on computer basic course is often found that some students are never exposed to the computer, even the most basic boot shutdown is not clear, and some students even programming language learning. And this gap has led to the teachers in the teaching process is difficult to grasp the depth of teaching. But for students of different majors, computer skills are not necessarily the same as the focus, still take the unified teaching schedule, unified teaching content, is not conducive to the professional development of students.

1.2 teaching method is single

In the basic teaching of computer, there exist the phenomenon of teaching method. The teacher through the projector or screen broadcast mode while speaking while demonstration of the operation process, and the students take the teacher to imitate the way the operation step do a step every day in the classroom teaching is like "printer", it is easy to make students lose interest in learning. In the whole process of teaching, the lack of independent thinking and discussion of the links, this situation is difficult to cultivate students' autonomous learning ability, learning enthusiasm greatly reduced.

2. Reform measures of basic teaching of computer major in Higher Vocational Education

2.1 the proposal and application of the cooperative teaching method

The so-called cooperative teaching method is a kind of teaching mode, which refers to the teaching process of the teachers to mobilize the students' interest and desire for knowledge. The teaching method of "cooperative" is mentioned in the pragmatism education under the concept of teaching mode, implementation is the teachers and students on a common task to cooperate, but most of the students are required to complete the action yourself to finish
the teaching purpose of learning is to let students in the main activities the task assigned by the teacher in the process to deepen the basic knowledge of computer image and master, teachers play a guiding role in the process of completing the task in students. This teaching program can be very good to stimulate students' interest in active learning. Higher vocational colleges and the teaching of basic computer courses to enable students to use some basic skilled amount of software to help for the future work and learning, mobile phone information data and finishing with Internet, also need to let the students learn to master the use of Word to carry out document editing, data collection and management use the Excel table etc.. Teachers can set up a task that can be used by students to understand the application. The students can apply the knowledge of computer basic knowledge to the students in the process of completing the task. Because most of the computer's basic courses require students to be able to carry out the actual operation and use, so in the teacher's knowledge on the need for students to cultivate students' ability to solve problems independently. To provide students with the opportunity to self training to play their own computer skills points.

2.2 to carry on the analogy method and so on guiding type teaching

Analogy is also called "comparative analogy", which refers to a kind of attribute that is possessed by a kind of thing, and it can be inferred that it should have the reasoning method of this kind of attribute. The results must be tested by experiments. The more common properties of the analogical objects are, the greater the reliability of the analogy is.

In the basic computer teaching, teachers can guide students to master the analogical learning thought, which can improve their ability of autonomous learning. For example, in the classroom has explained the operation method of word software, then Excel software before teaching, so that they can do a number of Excel tasks (such as the establishment of a company's financial statements, asking them to carry out some formatting operations on the report). And then give the students summed up the Excel and Word software in the operation of the similarities, such as in the font format, page setup and other aspects of the operation is actually almost. And to the next topic when you can let the students to sum up, and let them communicate with each other. Through this kind of teaching method, let the students master the method of autonomous learning.

2.3 on the basis of the amount of computer teaching to segment the assessment.

According to the process of learning the basic knowledge of the computer, the process of the basic knowledge of the computer can be carried out. Teachers can according to arrangement of computer courses, list the students’ main learning objectives and tasks, the design of computer application subject
to a comprehensive solution to the problem with the basic knowledge of computer for assessment of students, so as to improve the students to consolidate the basic knowledge and application of knowledge development to a great extent. To set the contents of the exam can be application platform for the use of multimedia network teaching mode as the students, through the application of basic software knowledge of students' autonomous exploration learning and the actual, make students so as to improve the application ability of computer basic knowledge teaching.

2.4 **to give students the basic knowledge of the layout of their own application of the independent design of the task of learning tasks.**

With the development of society, the continuous improvement of living standards, exerts a subtle influence on the students personality pursuit of new things, in the teaching of basic computer courses, teachers can change the teaching methods to stimulate students' interest in learning according to the interests of the students, teachers can arrange some students can demonstrate self thoughts and consciousness the task of learning, let students go through the topic design works according to their own hobbies and interests, so as to stimulate students' learning and practical enthusiasm and creativity, to a certain extent, broaden the students' learning ideas.

2.5 **teachers need to update the teaching materials and cases in a timely manner to facilitate students to learn.**

Computer information technology has become the most widely used in today's world, so it is better to master the basic knowledge and application ability of the computer has become the learning skills we need. The main task of teaching in higher vocational colleges is to cultivate talents with innovative consciousness and practical ability of students, and the application of the basic knowledge of computer has become a must have this kind of compound talents survival skills. In higher vocational teaching basic computer courses, want to use class time for students to master the knowledge and application of knowledge is not enough, it needs a lot of practice in peacetime, so students in addition to learning in the classroom, teachers also need to encourage students outside of the classroom can be independent of the basic knowledge study and application of computer.

2.6 **organize students to participate in the competition, stimulate students' interest in learning.**

The limited classroom learning time can not meet the students interested in computer courses to a large extent, so teachers should organize more computer knowledge contest, allow students to be made and their creation. Students can communicate with each other and to continue to enhance their knowledge to master the level of knowledge. Can also continue to exercise their own computer knowledge of the application and operation of the game.
3. epilogue

The development of higher vocational colleges need to update the original teaching mode, the teaching mode conversion for higher vocational college students after graduation employment rate and employment rate is really very helpful. How to strengthen the basic teaching of computer basic courses, each one is engaged in the teaching of computer specialty teachers need to study and backwash problems, course of computer basic knowledge began for non computer majors in higher vocational colleges, to make students the basic knowledge of computer operation and application of specialization, we need to continue to go to the teaching mode the basic knowledge and methods of exploration and research in computer. Believe that each of our computer education teachers are able to analyze and research more ways to improve the quality of computer based teaching. Contribute to the development of our society's information.

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