

Preliminary Study on the Situational Teaching for Basic Course of Computer Application in Higher Vocational Colleges

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Keywords: Situational teaching, Basic of computer application, Vocational College

Abstract: The education in higher vocational colleges emphasized the cultivation of ability, applied the situational teaching into the basic course of computer application, fundamentally changed the traditional teaching model. The situational teaching for students in different majors to try "the same teaching content and different emphasis on teaching", achieved good teaching effect.

1. Introduction

Taking the ability as the standard, and taking the employment as the orientation is one of the main characteristics of education in higher vocational colleges distinguished from ordinary higher education. Higher vocational education emphasizes on the cultivation of qualified talents with high practical ability who "can go to production line, can be stayed, and can be used" to meet the needs of production, construction, management and service, to achieve "zero distance" docking with enterprises.

The basic course of computer application is to cultivate students to master basic computer skills and the ability to use the computer to capture, process, disseminate information and apply information, has the ability to flexibly use computers as a modern tool to deal with all kinds of problems in daily learning and work, and the ability to face various problems, enables students to have the basic scientific quality required in the information age, and can stand in the forefront of the information age development, to promote the development of informatization construction in China.

2. Current situation of course teaching

From the point of teaching content, the main content of the basic course of computer application including the basic knowledge of computer application, the Windows operating system, Chinese Word text processing software, Chinese Excel spreadsheet software, Chinese Powerpoint presentations, the foundation of the network and Internet applications. Currently, most of the teachers in the teaching of computer application basic course, first is to teach theory, then through some examples to strengthen students to understand and grasp the theory, this kind of traditional teaching model seems that teachers have imparted all the basic knowledge to the students, but students only learn the simple application, and lack of adequate work ability and innovation ability. From the feedback of enterprises and graduates, our students just learned the simple application of OFFICE software.

The modern teaching idea advocates the teacher as the leading, takes the student as the main body. As the dominant, the teacher should impart the course content to the students, but more attention should be paid to guide students to learn independently, need to teach them how to find problems and cultivate their ability to solve problems, to encourage the innovation consciousness of students, and to train students' creative ability. As the main body, students' active thinking ability, strong desire for knowledge, strong desire for expression and curiosity, and vigorous youth vigor should play a good role in teaching activities. Therefore, in order to let students accept the education of knowledge, skills and professionalism, and to improve students' ability to adapt to industry enterprises and practice ability, we explore to apply the situation teaching into basic course teaching of computer application, the practice has proved that teachers create good teaching situation, to let students get cognition and inspiration from simple life examples, to stimulate

students' interest in learning, to give full play to students' subjectivity and innovative spirit, to strengthen the consciousness of students to the application of computer knowledge, and to get the teaching effect of getting twice the result with half the effort.

3. The implementation of situational teaching

Situational teaching method is an open teaching method that combines multidisciplinary and multifield knowledge and social information with corresponding teaching methods, sets up classroom teaching situations, and inspires students' interest in learning. In some real situations, learners will learn more effective knowledge and learn to use their knowledge structure to solve practical problems, which is also the key to measure the effectiveness of learning. So, situational teaching method in the view of talent training, teaching methods and teaching effect is much better than the traditional teaching method of the non-computer majors, fundamentally changed the traditional teaching mode, truly outstanding to the education idea of "taking students as the main body".

In the process of teaching design, through the visit and investigation of a large number of non-computer professional social work group, on the basis of understanding and identifying the needs of computer applications for various posts (see table 1), according to the basic course of computer application for different majors, we tried the situational teaching of "the same teaching content and different emphasis on teaching", and achieved the expected teaching effect.

Based on the needs of social posts for computer applications, and combine the practical teaching situation of our college, we set up three kinds of teaching situation, that is Word application and Excel application and PowerPoint application. For three teaching situation, and then combined the needs of the professional post with the practical application in real work, to dismantle and deconstruct the knowledge points in the textbook, then to integrate it according to task, to design a number of sub situations (see table 2).

Table 1 Investigation of post ability

Post group	Main responsibilities	The ability of Computer application
Secretary & Executives	Drafting documents, material collation, policy propaganda, gras -roots management, data collection, text ability, Documents reporting, and so on	With better processing ability of the text and table, classify and manage the documents.
Financial Accountants	Financial statements, analyze report, Work plan, Work summary.	Expect the ability to deal with the text, there must be some ability to handle the spreadsheet.
Business Manager	Work plan, work summary, analyze report, product description, advertise brochure, financial statements, introduce the products to customers.	Expect the ability to deal with the text, there must be some ability to handle the spreadsheet and the application ability of the presentation.

Table 2 Learning situation design

Learning situation	Sub situation	Knowledge point
Word Application	<ol style="list-style-type: none"> 1. Enter a Tang poem 2. Print a notice 3. Design an electronic newspaper 4. Edit a paper 5. Student information registration form 	<ul style="list-style-type: none"> * Basic text typesetting * Basic paragraph typesetting * Project number/symbol / list * Title catalog * form * Page number/header/footer * Style * Flow chart, organizational chart, and so on * Subfield * Text box * Basic print settings
Excel Application	<ol style="list-style-type: none"> 1. Make a personal address book 2. Sales performance statistics 3. The salary and welfare distribution table 4. Wage management formula scheme 	<ul style="list-style-type: none"> * basic input of different types of data * setting of different table styles * Entry of regular data * Simple data screening * Application of simple * Simple chart generation * Basic print settings
PowerPoint Application	<ol style="list-style-type: none"> 1. Greeting card making 2. Presentation of paper defense 3. Product dissemination and publicity 	<ul style="list-style-type: none"> * Basic graphics and text arrangement based on template * arrangement between slides and items * Simple editing of the master version * Simple animations, Switching effects, etc * Simple demonstration operation * Basic print settings

4. Conclusion

In the process of implementing the situation teaching into the basic course of computer application, the students produced strong interest in learning, learning enthusiasm was greatly increased, the phenomenon of skipping classes and absent-minded in class obviously decreased, made the obvious effect of classroom teaching. At the same time, it played a very good role in promoting the students' professional quality, professional skills and professional interest, students' self-learning ability, innovation consciousness, innovative spirit, teamwork ability and organization operation ability have been greatly trained and improved to a large extent, made the students master the basic knowledge and basic application of the computer more firmly in the course of teaching situation exploration.

The implementation of the situational teaching in the basic course of computer application, which have a higher requirement for teachers in class, only have a good understanding of relevant professional knowledge and a wide collection of professional situation cases, then can better integrate relevant knowledge into the basic teaching of computer application. In addition, teachers are required to devote more time and energy to make a lot of preparation, and carried out the challenge of the teaching for teachers'.

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