Application of Task Driven Method in the Computer Application Basic Course

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Abstract. In view of the existing that occupation college students' learning interest is not high, docking and enterprise skills learned cannot work well in the computer application basic course, we use the task driven teaching method instead of the traditional, summarized the eight major tasks of the enterprise and its sub tasks based on the real work, and puts forward some problems should pay attention to in the process of operation.

Keywords: Task driven method, Computer application basic, Work task

1 Introduction

Computer application basic of occupation colleges is a very practical course, the students' practical operation, the ability to solve practical problems with high requirements, is a very practical skills for future jobs and living in. The traditional teaching method, teachers "What I say goes. ", "chalk and talk", finished the theory to do the exercises, plus the occupation college students' learning initiative is not strong, learning ability is poor, so the enthusiasm of the students to learn this course is not high.

The task driven method is the effective method to solve the above teaching perplexity [1]. Task driven teaching method is a kind of method based on the learning theory of Constructivism, it will change the traditional teaching ideas of the past oriented to impart knowledge, to solve the problem, complete the task based teaching method, the reproduction teaching into inquiry learning, so that students in a positive state of learning, every student can according to their own understanding of current problem, the use of shared knowledge and their own unique experience, to solve the problem.

2 Pre Task Preparations

In order to create a realistic task scenarios to students, improve students' ability to solve problems independently and problem analysis, the teacher can not provide students with basic information and data needed to complete the task in the process of enterprise[2], students must do a good job in the pre task preparation in advance, which includes personally went to the factory to collect data, to search and download required pictures, audio and video materials from the network[3]. Let the students themselves to finish the work, not only can exercise the ability to access, integrate and screen resources, can simulate the scene of students participate in the work. Improving students motivation and achievement to complete the task.
3 Task Selection
In the whole process of task driven method of teaching, are inseparable from the"mission" two words. A proper, can help students master the knowledge and skills of each unit and operation skill mission is the key to the success. A good job tasks not only can cover each unit computer application basic course required by the master of the basic, also can arouse the students' interest in learning, make students have the power of overcome the difficulties. The traditional task by the teacher according to the knowledge of the target unit course of imaginary, such a task is not true, can not stimulate the enthusiasm of the students to finish the task. On the other hand, the teacher fictional work tasks, can not reflect the requirements of the professional ability of the jobs, the actual task and virtual work task for the students to participate in the work have some differences, can not adapt to the job requirements. To solve this problem, we visited each big enterprise with students' professional, according to the real task, refine, summarize 8 tasks and sub tasks, see Table 1.

| Task ID | Task Name | A Sub Task | Sub Task Two | Knowledge Point |
|---------|-----------|------------|--------------|----------------|
| Task One | Make an advertisement for the company | Make a company publicity page | Make a company publicity painting | Word |
| Task Two | Make an article about the company | Make a basic introduction of the company | Making posts set table | Word |
| Task Three | Making employee basic information table | Making employee information table | Beautify and print information table | Excel |
| Task Four | Making employee payroll | The input of employee salary base | The calculation of total wages of staff by function | Excel |
| Task Five | Making a sales statistics report | Making Statistical analysis report | Making Data analysis chart | Excel |
| Task Six | Make a conference PPT | Input the basic information of the conference | Beautify the PPT to show settings | PPT |
| Task Seven | Making a foreign website for the company | Make the site framework | Beautify and publish web site | Web |

4 Several Issues Should be Noted that the Application of Task-Driven

4.1. Transfer Teaching Center
Teachers should liberate teaching thinking, will study the initiative to the students, the teacher-centered classroom shift to student-centered, and strengthen students’ learning. play a student initiative and creativity. Teachers from the front to behind the scenes, by the disseminator of knowledge becomes the task of commander and facilitator, play a guiding, helping and coordinating role.

4.2. Complete Knowledge of the Target's
Task-driven method can effectively improve the students' practical computer skills, but also knowledge of the target program can not be ignored. Learning a program should establish a complete curriculum
knowledge framework, rather than fragmented, isolated knowledge\cite{8}. Although task-driven method emphasizes self-learning ability of students to play, but never upside down, will become a self-autonomous learning. So teachers to students after the release of the task, the first task should be involved in the relevant basic computer knowledge to explain the unified simulation demonstration. This explains the traditional teaching methods of knowledge is a big difference compared to: First, the traditional teaching method is to talk about the training, and task-driven method for training and speaking to the students practice-based; secondly, the traditional teaching method, a school teacher began to talk theory, very boring, students do not know why the teacher talk, how to speak, can only do knowledge passive recipients, and task-driven method of knowledge to explain that after the release of the work tasks, students with a mission to listen, listen purposefully. It is particularly interested in listening, remember also firmly\cite{9}.

4.3. The Creation of Learning Environments
Task-driven method requires students to complete different tasks in many different environments, cooperative manner with the team to complete the task, which have higher requirements for the creation of learning resources and learning environments. The traditional computer classroom with whiteboard, teachers machines and students machines, the student machines side by side six columns, each ten. This room structure, teachers teach, and the students do not have more opportunities to interact with students, students can communicate on both sides, but it is difficult to talk about with other team members and help each other\cite{10}. Task-driven teaching method requires changing the original structure of the room, Placed side by side to the computer with teacher machine as the center of a circular cluster structure display, a cluster of five student computers, backed by a ring-type arrangement, is divided into six clusters, convenient communication between groups of students, teachers communicate with each group.

4.4. Classroom is not Limited to the Computer Classroom
Comply with the Ministry of Education training model reform requirements, all help to improve the overall quality of students' practical skills and ways can be used. Teachers should emancipate the mind, if needed, could move the classroom to conference room, library, Enterprise or playground. Such as when a task is completed "buy a computer, and the basic settings", we can lead students to the technology market take a turn to see what model, configuration of the computer, what advantages and disadvantages they have, so that students really learn to buy for their own models. Another example is the task 7, when the students have finished PPT, can lead them to the conference room to allow students to simulate the general manager has a meeting with employees This practice provide students with an opportunity to showcase their works, to improve the students' interest and enhance their self-confidence and a sense of accomplishment, but also allows students to complete the evaluation of the work of this task.

5 Conclusion
Task-driven method is student-centered teaching methods, the use of task-driven method in vocational colleges "computer Application basic " course, based on the real work of the enterprise project tasks, to provide students with an open learning environment, to help stimulate student interest in learning, improve students' computer skills and the comprehensive quality.

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