Application of Computer Technology in Administrative Management

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Abstract. In recent years, computer technology is developing at a rapid rate, and its development direction is no longer limited to the technology industry, and it has been widely used in various fields. Computer technology has also been introduced into the administrative management of colleges and universities, which not only provides a new working mode for the implementation of the administrative management of colleges and universities, but also helps to improve the level of administrative management of colleges and universities, so that it can provide better services for the development of colleges and universities. Therefore, the article analyzes the application of computer technology in administrative management, aiming to optimize the quality of university administrative management and promote the development of university education.

Keywords. Computer technology; Administrative management; Application strategy

1. Introduction
In today's information society, it is not only reflected in the construction of technology, economy and other fields of information, but also reflected in the construction of education information. Especially in the process of administrative management in Colleges and universities, computer technology plays an increasingly important role in it. Therefore, under the background of this new era, colleges and universities must use computer technology to improve administrative management [1]. Adopt modern management methods and management models to promote the transformation of administrative management from qualitative to quantitative, so as to enhance the scientific nature of administrative management in universities. With the rapid development of computer technology, new work methods have been provided for the administrative management of colleges and universities, which have played an important role in improving the administrative management of colleges and universities [2].

2. The importance of administrative management in colleges and universities

2.1. Administrative management can provide guarantee for college reform
In universities, the safeguarding role of administrative management is mainly realized through its service functions. As the administrative management work involves all aspects of the internal operation of universities, everything is closely related to the administrative management work, and
even involves the overall work of the development of the university. Therefore, if the administrative management of universities is not done well, it will inevitably have a certain impact on the overall development of universities [3]. Therefore, it is necessary to give full play to the functions of administration and effectively deal with all kinds of problems, so as to promote the smooth progress of university reform.

2.2. Administration has a coordinating role in the reform of colleges and universities
As an important place for cultivating talents, colleges and universities mainly achieve the purpose of educating people through teaching and educating, managing and educating, serving and educating people, so this will involve many departments of colleges and universities [4]. Because different work departments have great differences in work methods, characteristics, and leaders in charge, it is inevitable that there will be some difficult to coordinate problems in the actual work process. At this time, it is necessary to give play to the coordinating role of university administration, handle the relationship between various departments, and concentrate the strength of the whole school to achieve the purpose of educating people.

3. The application of computer technology in administrative work

3.1. Insufficient professional knowledge of staff
In the process of social development nowadays, the role of administrative management is becoming more and more important. From the perspective of its work, it mainly includes drafting documents, making tables, adding, subtracting, multiplying, and dividing operations. Therefore, the work tools are mastered by non-professionals, or gradually forgotten, and it is difficult to master daily office software proficiently [5]. In the process of administrative work in colleges and universities, because many staff are not skilled in computer technology, it is difficult to master a variety of office software needed for daily work, which is difficult to improve the efficiency and quality of administrative work in colleges and universities.

3.2. Inadequate computer technology training
From the perspective of administrative staff in colleges and universities, these staff have almost received university education. Computer application technology is a compulsory course for students in colleges and universities. It can be said that these new staff have a higher level of knowledge and professional skills [6]. Therefore, many colleges and universities ignore the importance of on-the-job training. In addition, the existing administrative staff of colleges and universities have almost worked in this position for a long time. These workers are accustomed to the traditional working methods, and it is difficult to adapt to the advanced working methods of computers for a while, which makes it difficult to improve the informatization level of college administrative management.

3.3. Transitional decentralization of administrative resources
From the perspective of the work model adopted in the administrative management of colleges and universities, the "vertical + horizontal" model is mainly adopted. Under this model, there is a "pyramid" administrative structure between the upper and lower levels, and there is no direct affiliation between parallel units [7]. In the process of specific work, the tasks are usually strictly implemented in accordance with the requirements of the superior leaders. In the process of implementing tasks between parallel units, there will be duplication and waste of resources. Because of the work mode adopted by colleges and universities in administrative management, this will cause serious waste of resources and also damage the image of the administrative department.

4. The Application Strategy of Computer Technology in Administrative Management

4.1. For the application of transaction processing system
In the computer information management system, office transaction processing is the most basic, including word processing, text storage, font size adjustment, text entry, layout adjustment and other functions [8]. This provides a convenient service for the information processing of administrative management in colleges and universities. Therefore, it is necessary to actively apply computer technology in the process of carrying out administrative work in colleges and universities. Apply the transaction processing system (such as Table 1) to complete the classification of various data, file establishment and processing, document processing, as well as the statistics and data statistics of various documents and reports. This can greatly shorten office hours, improve the efficiency and quality of university administration, and provide reliable data for the reform and development of universities.

| Meeting/Activity name | ** activity |
|-----------------------|-------------|
| Meeting/Activity location | The lecture hall on the seventh floor of the library |
| Date of meeting/activity | 28 March, 2020 |
| Meeting/activity time | 7 PM |
| Conference agenda/purpose of activity | Smoke-free campus seminar |
| Participating participants in activities units and personnel (with detailed list) | Academic Officer, Guidance Counselor, students and so on |
| Number of people | 300 |
| Host | *** (Male), *** (Female) |
| Main staff of the meeting/activity | with a detailed list of labor division |
| Conference/activity convener | School of Foreign Languages |
| Participants persons participating in activities | speeches, etc |
| Venue marking information | Environment, image, etc |
| Convener intends to distribute information | Conference-related information |

4.2. Application of information management system
In the administrative work, the application of information management system can use digital theory to simulate the process of various administrative activities, and establish various analysis and prediction models. In the administrative management of colleges and universities, for the establishment of a whole system, it is also necessary to establish a number of sub-systems, such as finance, personnel and other subsystems. These subsystems are used to support the operation of the entire system and provide comprehensive professional information services for the reform of universities. For example, for the establishment of the personnel system (Table 2), the system can retrieve the personnel situation of the school in various aspects, and examine the comprehensive situation of talents through various quantitative assessments. In the actual work process, you can directly enter the corresponding keywords in the system to call up various information. For example, the history of school teachers, family information and other information can be retrieved and used as the basis for these teachers' ratings, so as to achieve scientific decision-making.

| Types | Data file |
|-------|-----------|
| HR management | HR management data file |
| Personnel Supervision | Personnel Supervision data file |
| Personnel Administration | Personnel Administration data file |
| User Exclusive data | Independent file Direct access |

4.3. For the application of decision support system
The application of decision support system in university administration is developed on the basis of transaction system and information management system. Since the decision support system includes an expert system and a decision-making system, this advantage can be used to implement various decisions in the course of the administrative management of universities. In the process of daily administrative management work, the application of decision support systems can enhance the auxiliary role of information management. Therefore, when making decisions, the senior management of the university can choose the decision-making target according to their own will for each decision. The computer information management system will automatically filter out various data and models, and analyze the decision-making results scientifically and accurately, so as to optimize the administrative management of universities and provide satisfactory solutions for the decision-making of universities. Therefore, at this stage, colleges and universities must increase their investment in hardware facilities, improve the information level of administrative management, and build a complete decision support system, so that they can provide reliable data for the decision-making of college leaders.

4.4. Standardize the informatization construction of administrative units
Judging from the actual reform situation of colleges and universities, the level of informatization construction still needs to be improved, so the informatization construction of college administrative management also needs further improvement. Therefore, for the information construction of administrative units, colleges and universities must formulate reasonable development plans, select special personnel to be responsible for this, formulate the information of the office process, document operation, file storage, meeting preparation and other work for standardized management. Therefore, it is necessary to actively use the advantages of computer technology to enhance the efficiency and quality of administrative management in the execution of administrative work in colleges and universities. From the current application of computer technology in the administration of colleges and universities, there are still many shortcomings, which requires continuous research. Through learning and training methods, improve the level of information technology application of staff, and give full play to the service functions of administrative management.

5. Conclusion
All in all, in the administrative management of universities, information processing is an important work content. It can be said that the working process of administrative management is the process of generating, collecting, storing, distributing, transmitting and using information. Therefore, the administrative departments at all levels of colleges and universities are dealing with information all the time. Therefore, it is inevitable to optimize the administrative management of colleges and universities to improve the modern administrative management system. Therefore, in the process of improving the administrative management of colleges and universities, it is necessary to use information technology reasonably to build a data-based resource platform. In this way, we can improve the efficiency of administrative management and provide high-quality services for the further development of universities.

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