

Application and Reform of Office System Automation in Higher Vocational Colleges

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Abstract: With the development of information technology, the application of office system automation is becoming more and more common. The workload of the staff in higher vocational colleges is large, so it is necessary to adopt intelligent office. Office system automation can not only improve work efficiency, but also save social resources and help protect the environment. At present, there are still some shortcomings in the work and teaching management application of intelligent office in higher vocational colleges. Based on the analysis of the current situation of the application of office system automation, this paper discusses the existing problems, and puts forward relevant reform proposals for better application of office automation system.

1. The Necessity of the Application of Office System Automation in Higher Vocational Colleges

1.1 Ensuring the smooth development of teaching and management work in higher vocational colleges.

The application of office system automation in Higher Vocational Colleges provides great convenience for the development of teaching and management work. Relevant workers should organically integrate and process all kinds of information in the teaching and management stages, and scientifically analyze the actual campus management and teaching situation according to the collected data, so as to formulate a scientific and reasonable related system on this basis, and further carry out the reform of teaching and management system in Higher Vocational colleges, so as to promote our teaching. Efficiency and office efficiency have been greatly improved. Since the beginning of the 21st century, higher vocational colleges have made great progress and enrollment scale has been greatly expanded, which makes the teaching and related management work in higher vocational colleges more and more complex. Under this background, the traditional teaching management system can no longer adapt to the development of the times, and office system automation is in Higher Vocational colleges. On the other hand, the office system automation also enables higher vocational colleges to keep up with the trend of the times. Relevant staff can greatly improve their work efficiency with the help of office system automation, so that the office automation of higher vocational colleges can play its own value. Better service for teachers and students.

1.2 Promoting the reform of office automation system in higher vocational colleges.

With the continuous development of the times and the increase in the number of students enrolled in Higher Vocational colleges, the daily work of higher vocational colleges has become more and more complex, so it is imperative to make every effort to automate the office system. On the other hand, office system automation is supported by the progress of science and technology. In recent years, the progress of various science and technology has laid a foundation for the application of office system automation. The application of office system automation in higher vocational colleges is to integrate the collected information organically through various technical means, and then apply it to different departments by using office automation system. Different departments can connect and communicate with each other. The application of office system automation in Colleges and universities mainly includes document approval and transmission,

announcement issuance, meeting, management of relevant documents and implementation of attendance system, which makes the management of higher vocational colleges more convenient and further promotes the reform of office automation in Higher Vocational colleges.

2. Problems in the application of office system automation in Higher Vocational colleges.

2.1 The inadequate importance of office automation

From the current situation, although office system automation has been widely used in Higher Vocational colleges, a large number of people do not attach enough importance to office system automation. Their understanding of office system automation is limited to what office system automation is, but they do not realize the importance of office system automation and do not understand office work. System automation can greatly improve office efficiency and has great application value. Therefore, there are still prejudices in the application of office system automation in some vocational colleges. There are still some misunderstandings in the input of human and material resources. For example, some schools do not even set up special departments and relevant staff to manage office system automation. Secondly, because of their own reasons, some related staff are not very familiar with the high-tech, or the thinking mode is still staying in the traditional office form, they are not even willing to contact these emerging affairs, so this largely limits the application of office system automation in Higher Vocational colleges.

2.2 The partial application of office automation

According to the survey results, office system automation is only a partial application in many higher vocational colleges, most of the office is still in the traditional form, although the traditional form of office has its unique advantages, but oh, we should also be brave to accept new things. At present, the application of automated office system in some universities still stays in the following aspects, such as announcements issued by relevant departments, attendance assessment and so on. Actually, automated office system has a very wide range of applications. For example, it can be applied in educational administration. Automated office system has great advantages. It can complete the course selection of students. Achievement statistics, information registration and so on, but at present some colleges and universities for the application of automated office is not very high, has not yet fully played the value of automated office system.

2.3 Inappropriate data acquisition and update

Office system automation is the trend and trend of the development of the times. It should be a comprehensive and complete office system. However, according to the actual situation, because the relevant managers did not update and upload the data of the automated office system in time, there is a certain lag in the relevant teaching and management work to a large extent. For example, in the annual freshman report, if the relevant office staff did not update and upload the information, then other related work of the students can not be carried out smoothly, and in some cases will cause related work errors. For example, if the students have transferred to another school, if the relevant staff did not timely correct the information, then It will affect the issuance of information, payment of fees and other related matters, which greatly limits the application of office system automation in Higher Vocational colleges.

2.4 The backward hardware and software systems

Office system automation has a long history of development in China, but at present many of the hardware equipment and related system software used by higher vocational schools are previous. With the continuous development and progress of society, the current situation has changed to a large extent. The former automated office system and related hardware and software equipment have been inappropriate. Should be the needs of the development of the times, so it needs to be upgraded and replaced. But at present, some vocational colleges still use the former hardware facilities, and the related supporting software has not been upgraded. In some cases, the relevant office system can not work properly, which makes students and teachers greatly affected. For

example, because the school's back-end software can not support students' access, it is high to select courses or pay fees. Peak time may be paralysed, which affects the normal development of teaching plans and daily office work.

2.5 Security risks in the system.

With the continuous progress of science and technology, automated office system brings us great convenience, but also there are some security risks. At present, although higher vocational colleges have made some progress in the construction of operational systems and databases, there are still great shortcomings in network technology security. We are in the Internet era, and various Internet viruses emerge in an endless stream, which poses a great threat to the information and data security in office system automation. Relevant survey data show that many colleges and universities do not install network security firewalls and do not take encryption measures for some important data, which makes our information and data security at any time possible to be threatened. The technology of automated office system in Higher Vocational Colleges in China is not very mature, and the anti-virus and hacker attacks are not yet in place. There is still a lot of room for progress, which makes our data security can not be guaranteed and may be threatened from outside all the time.

3. Principles to be followed in the application of office system automation in Higher Vocational Colleges

3.1 Keep thinking advanced and strengthen leadership.

Only by constantly learning and constantly renewing their ideas, can the relevant staff of higher vocational colleges keep pace with the times and better promote the application and reform of office system automation in Higher Vocational colleges. With the continuous development of the times and the constant change of everything, we must emancipate our minds and keep pace with the times. On the other hand, we should also strengthen leadership. Only when leaders change their minds, can they formulate a scientific and reasonable management plan, so as to lead all relevant personnel to continue learning and promote the development of automated office system in Higher Vocational colleges.

3.2 Establish and improve management mechanism and increase security.

The application of automated office system in higher vocational colleges is very complex. Therefore, we must establish and improve the management system, strengthen management, and constantly adjust according to the actual situation. On the other hand, security is the most important issue in office automation. We should improve the security awareness of relevant personnel and further protect data information security.

4. Reform Suggestions on the Application of Office System Automation in Higher Vocational Colleges

4.1 Improve the importance of automated office system.

Office system automation is the trend of the times. We should pay enough attention to it. We are the key factor of office system automation. We should give full play to our subjective initiative. Only in this way can we promote the better and faster development of office system automation. Therefore, schools and relevant departments should strengthen the publicity of office system automation, so that more people have a sufficient understanding of it, so as to be able to give adequate attention to the automated office system. Most importantly, we should change people's prejudices about the automated office system by formulating specific programs, so that they can truly feel the powerful advantages of the automated office system, so as to better promote the application of the automated office system in Higher Vocational colleges.

4.2 Increase investment in office automation.

The application of public system automation in higher vocational colleges can not be separated from the support of funds. Relevant departments should formulate relevant policies to provide adequate support for office system automation. Only when the funding problem is guaranteed, the application of automated office system can be carried out smoothly. Our first point is to ensure the normal operation of the hardware equipment in the office system. Only when the funds are in place, the school will purchase some stable hardware equipment, including computers, printers, processors and so on. In addition, we should also protect the network in general, only for the normal network, to achieve the relevant data transmission and information exchange functions, so schools must strengthen the internal infrastructure construction, provide high-speed normal network, only in this way can we ensure the normal operation of automated office system, its application in Higher Vocational colleges. Lay a solid foundation.

4.3 Strengthen the skill training of employees.

The times are developing. At present, we are in a period of drastic changes in society. There are a lot of information updated every day. Therefore, a layer of unchanged will be eliminated by the society. In order to adapt to the changing society, we have to constantly learn and make progress. In this context, the relevant departments of higher vocational colleges must conduct regular or irregular training for the relevant office staff to ensure that they can constantly master the latest knowledge of office system automation and skillfully apply the latest office system or software. Only by continuously strengthening the training of relevant staff in higher vocational colleges can their professional accomplishment be improved and the problems that may arise in the office process be solved in time, thus providing a strong guarantee for the relevant teaching work and office management. Therefore, cultivating high-quality professionals is the guarantee of office system automation in Higher Vocational colleges. One of the important means used.

4.4 Promote electronic office.

According to the survey results, the examination and approval of some important documents in China's higher vocational colleges are paper-based. If it involves the signature and seal of relevant professional leaders, it will waste a lot of time to transfer, which greatly reduces the efficiency of office system automation. Therefore, we should establish an electronic signature system. The relevant departments and important leaders should have their own electronic signatures. If this is the case, the process of document auditing and signature will become more simplified. Some files can be transferred directly through the Internet, which greatly improves office efficiency. We must constantly innovate, only in this way can we constantly adapt to the development of the times, and provide guarantee for the application of automation in Higher Vocational colleges.

5. Conclusion

In summary, with the continuous development of the times, the construction of office automation system in higher vocational colleges is not a cluster. We can promote the better development of office automation in higher vocational colleges only by constantly innovating, enhancing security awareness and correcting problems.

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