

THE OFFIMATICA AND ITS INTERDISCIPLINARY RELATIONSHIP

LA OFIMATICA Y SU RELACION INTERDISCIPLINARIA

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ABSTRACT

The offimatica is dedicated to the automation of desks or Office Automation, refers to the set of techniques, applications, and tools that are used in office functions to optimize, automate, and improve tasks. It is the application of computer techniques and office work.

The office can be used in education and in educational administration since programs notes of payroll, inventory and course information and communication can be through the tools provided. It is one of the perfect means to keep the both parents of the actuality of the College by means of circulars that are sent via the Internet and reach all. The technology has begun to set as a specific area of expertise with a body of knowledge itself. Therefore the technological education demands changes in the curriculum so that students can acquire knowledge in a meaningful way.

Key words: Offimatica, education, information and communication

RESUMEN

Se expone la experiencia de un estudio realizado sobre la ofimática. Esta se dedica a la automatización de escritorios o automatización de oficinas, designa al conjunto de técnicas, aplicaciones y herramientas informáticas que se utilizan en funciones de oficina para optimizar, automatizar, mejorar tareas. Es la aplicación de la informática a las técnicas y trabajos de oficina.

La Ofimática se puede utilizar en educación y sobre todo en la administración educativa ya que a través de las herramientas que proporciona se pueden llevar programas de notas de planillas, de inventarios y por supuesto de información y comunicación. Constituye uno de los medios perfectos para mantener al tanto a los padres de familia de la actualidad del colegio por medio de circulares que se envían a través de Internet y llegan a todos. La tecnología se ha empezado a configurar como un área específica del saber hacer con un cuerpo de conocimientos propio. Por lo tanto la educación tecnológica exige cambios en el currículo para que nuestros alumnos logren adquirir sus conocimientos de manera significativa.

Palabras claves: ofimática, educación, información y comunicación

We live in an information-based society, so that the storage, transmission and manipulation of the information is vital to achieve our objectives, whether personal or business. All that set of tools, techniques and applications that are used to facilitate, optimize, improve and automate the tasks related to the office is known as the office automation. This refers to the methods used for everything related to office

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activities that achieve computerized processing of written, sound and visual data. The main objective of this practice is to provide certain elements that enable and assist in improving and simplifying the organization of activities carried out by a group of people or a particular company.

The office aims to provide elements that make it possible to simplify, improve and automate the organization of the activities of a company or group of people (management of administrative data, synchronization of meetings, among others. ccm.net/)

Taking into account that today companies organizations require a greater degree of communication, office automation is no longer limited only to capture handwritten documents. In particular, it also includes the following activities:

- Exchange of information;
- Management of administrative documents;
- Treatment of numerical data;
- Planning meetings and managing work schedules.

To go into this research we must do a History of the Offimatica: At the end of the 1940s, which could be considered the appearance of the first generation of computers, the computer console was accessed directly from a series of micro switches that allowed the program to be directly entered into the memory of the computer (in fact when there were so few computers all could be considered prototypes and each constructor did it without following any predetermined criteria).

At that time there were no operating systems, and programmers had to interact with computer hardware without outside help.

This made the time of preparation for a task considerable. Also to be able to use the computer had to be done in turns. For this, in many facilities, a reservation form was filled in which indicated the time that the programmer needed to perform his work. At that time computers were very expensive machines which made them very sought after and could only be used in short periods of time. Everything was done in machine language.

In the early 1950s to facilitate the interaction between person and computer, operating systems make a discreet appearance and quite simple, with concepts such as resident monitor, batch and temporary storage.

The problem was to find a way to optimize the time between withdrawing from one job and setting up the next one. Its operation was quite simple, it simply loaded the programs to memory, reading them from a tape or punched cards, and executed them. As a solution to optimize, in the same tape or set of cards, several programs were loaded, so that they were executed one after another without losing little time in the transition.

In these it was left a bit of performance aside and more than the operating system was friendly, emerging menus, and graphical interfaces. This reduced the speed of the applications, but they became more practical and simple for the users. With the

creation of LSI circuits - large-scale integration - chips containing thousands of transistors in a square centimeter of silicon, began the rise of personal computers. For office automation, its main development was in the 70's, together with the manifestation of office equipment when microprocessors were included, reducing the use of methods and tools, for the use of more advanced ones, an example of they are the replacement of typewriters with built-in computers with their word processors. Among the most common computer tools and procedures are: word processing, spreadsheet, multimedia presentation tools, e-mail programs, voicemail, messengers, database, calendars, and calculators.

The advantage of using office automation in administration is that you can use online programs and course on the network. Now they can enjoy from home, without any limitation of use, with full legality and for free the same programs that they use in the classroom. Previously trained with other expert tools and trainers accustomed to impart information in other environments.

Materials and methods used for research carried out

These results are the result of a theoretical and projective study where the following methods are used:

Analytical - Synthetic: it was used in the study of the objectives and contents of the curriculum, directed to the use of office automation and its interdisciplinary relationship in university students, as well as the approach to the main theories that support them.

Historical-logical: it was used in the analysis of the main historical trends and the current behavior to the use of the office and its interdisciplinary relationship in university students, as well as the prospective analysis of the demands of society in the immediate future.

Documentary analysis: it was used to evaluate different sources of information for the study of the current situation to the use of office automation and its interdisciplinary relationship in university students.

It aims at an educational paradigm where the teaching-learning process is perceived and carried out as a dynamic, participatory and interactive process of the subject, so that the knowledge of the office is a legitimate construction applied by the person who learns. Office automation is applied as a didactic concept from action-oriented teaching, where meaningful learning prevails. To be effective it is necessary to establish good connectivity in schools.

It is significant to mention that most of the companies use daily office tools. The learning of them is a good point for aspiring to certain office jobs. Due to this, it is possible to access the labor market today because a series of knowledge must be had due to the high competitiveness.

The most used office automation tools today, Barro (2006), are Microsoft Office, Open Office or Google Apps. New technologies have streamlined the process of digitally storing and transmitting information. Gone are the years in which only data

was stored on paper and it was an arduous task both to conserve and quickly retrieve the information. Not only are they present in the offices of work, but, that in the homes it is very useful to store information, to process texts and to form ideas. In the case of students use these applications to perform work in their schools, prepare presentations or create databases that streamline the process of seeking information. Thanks to the office automation can store data, manage information and transfer it electronically.

There are web pages specialists in free online courses such as those offered by Aula Fácil. The aim of the online course is to improve learning. The management of these tools is simple. You can learn through tutorials where you can see the steps to follow. The tutorials teach different levels, as well as for people who have never used these tools as people who have basic knowledge and want to raise the level. Courses are offered for unemployed and free workers in which you can learn the techniques of these programs. For those who prefer to go to face-to-face classes, there are professional degree courses in office automation.

Office automation can be said that today is enormously important in the context of an office because it offers a series of computer tools that serve to greatly streamline the work that is presented daily. It has begun to be configured as a specific area of know-how with a body of knowledge of its own since technology education requires changes in the curriculum so that our students can acquire their knowledge significantly.

In university education it is necessary to use it interdisciplinarily because it constitutes a valuable contribution within the activities that the man performs. The utility is in the reuse and sharing of information, which allows an adequate administration of knowledge, and can be considered as a didactic resource. It helps to perform many tasks, facilitates the editing of texts, perform calculations and prepare exposition presentations.

On the other hand, it is extremely important the facilities offered, Barro and Burillo (2006) from applications such as power point and excell. The first is an application classified as presentation software, which allows electronic demonstrations, with the purpose of providing support in exhibitions of the most diverse subjects, projecting a series of slides through the computer to spread concepts, opinions and information.

The other application (excell) allows many functions such as statistics and complicated calculations, share data easily and even put them on the web. In addition we can insert all kinds of objects, sounds, images, etc. As an additional benefit, it handles the data very useful, filtering the contents to give us only the information that interests us.

Most places that specialize in office training often provide complete courses precisely so that people can have a much broader knowledge, so it is important that we take into account the fact that most of the time it is better to sign up in one that allows us to learn this kind of things to also be able to have a much more varied labor field.

Office tools must be connected to a network so that they can function perfectly, and at the same time we must consider that most of the most important information of a company, that is why it is fundamental that the operating system also works perfectly and for them different types of revisions and maintenance must be done in order to keep the whole system updated. The training in office has to emphasize the use of such operating system, and remember that before a failure of the same all tools can destabilize their files and in the worst case lose them.

The fact that the people who work with these systems must be trained in all the programs used, whether these, word processors, calculation templates or databases, they are necessary to carry the different records of any office or company, That is why it is so important that people who work with them know how to use them to perfection for this reason is that many companies are starting to bet on the training in office for their employees. Hence the importance that is made in an interdisciplinary way from the university, so that future professionals have higher quality.

The office is the result of the union of hardware and software in a company, the main reason for its use is to take advantage of the tools provided by the technology. The office is very broad and must understand as much as is necessary to develop a specific task or a need for a company, being a means and not an end in itself, it is not convenient to specialize in its use, but in the generation of results. In the different processes it is applied from a design stage to the stage of production where there are many software programs for model design to more specialized equipment such as printers and a whole range of computer controlled machines.

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Different levels of aid to learn office:

1. Graphical interface support
2. Expert assistance
3. Ideas or graphic assistant
4. Tutorials

The importance of the interdisciplinary relationship

On the other hand, it is very important the results obtained from the interdisciplinary relationship, because according to Tamayo (2004), interdisciplinarity is a field of study that crosses the traditional limits between several academic disciplines, or between several schools of thought, for the emergence of new needs or the choice of new professions is applied in the pedagogical field to the type of scientific work that methodologically requires the collaboration of different and different disciplines and, in general, the collaboration of specialists from various traditional areas in the search for a common end.

According to Perez, Rodríguez, Padrón, González and Velázquez (2011), interdisciplinarity shows the nexuses between the different subjects, reflecting a correct scientific conception of the world, which demonstrates how the phenomena do not exist separately and that by interrelating them through content, a picture of interpellation, interaction and dependence of the development of the world is designed.

Therefore we can assure that this essentially consists of a common work taking into account the interaction of scientific disciplines, their concepts, guidelines, methodology, procedures, data and organization of education and also constitutes, a didactic condition and a requirement for the fulfillment of the scientific nature of teaching. Unrelated knowledge breaks the conscious assimilation of knowledge and skills. To achieve an adequate relation between the different subjects that make up a Study Plan, in this case the Office, influences the consequent increase of the learning and consequently of the results of the work in both quantitative and qualitative terms; which means an optimum preparation.

It is necessary to emphasize that the interdisciplinarity evidences the nexus between the different subjects, reflecting a wise scientific conception of the world; which demonstrates how phenomena do not exist separately and that by interrelating them through content, a picture of interpellation, interaction and dependence on the development of the world is designed. This essentially consists of a common work taking into account the interaction of the scientific disciplines, their concepts, guidelines, methodology, procedures, data and organization of teaching and also constitutes a didactic condition and a requirement for the fulfillment of the scientific nature of teaching. Unrelated knowledge breaks the conscious assimilation of knowledge and skills.

According to Almaguer and Báez (2017), they should be closely related to the purpose and objectives of education, providing the development of attitudes and values, according to the system in which they are conceived and given their characteristics as referential, open and flexible elements.

In our view, the interdisciplinary or intermaterial relationship is one that establishes the formation of knowledge systems, habits and skills, which serve as the basis for all in other words: these knowledge, habits and abilities of the different subjects are integrated in systems that must necessarily be coordinated, so as to enable the student to form a generalized system of knowledge integrated into his conception of the world.

For all of this, we must take into account that an interdisciplinary approach requires a dialectical and didactic approach where objectives, contents and skills are united in methods and forms of organization; during learning, and evaluation of the teaching-learning process. Therefore, through interdisciplinarity, it is intended that:

- The knowledge of the subjects are integrated into conceptual systems of categories, laws, theories, which contribute to the formation of the conception of the world.

- The interdisciplinary relationship is not reduced to the knowledge system, but includes the system of skills and values resulting from the educational process.
- Operate with a common language and a close link between scientific and everyday.
- Each teacher must master the disciplines of his area of knowledge.
- The understanding and interest of each teacher to carry out this approach is vital.
- Interdisciplinarity does not deny the disciplines, but establishes a dialectical relationship between them.
- The education of students in the third millennium is not effective without an interdisciplinarity, since in doing the learning, with a proper articulation of the contents and revealing the nexuses between the phenomena and processes, which are the object of study, facilitate a vision more integral of the unity and diversity of the natural and social world, as well as its ethical involvement in society, since interdisciplinarity has become a basic aspect of the human attitude, which is fundamental to achieve the essential purpose of education .
- Investigate what are the general intellectual and specific skills that are common and project the actions to comply.

In order to achieve this we must therefore take advantage of the possibilities offered by the Office for the interdisciplinary process to help develop the same but for this we must resolve, among other things, to reduce the resistance of some teachers to change, because they are accustomed to a way of different teaching and this variant requires some preparation and adaptation, to consolidate the number of teachers fully prepared to develop integrated teaching in certain teaching subjects and to have all the appropriate teaching literature consisting of integrated basic texts that meet the objectives that are desired.

In general, we can assure that the study carried out has made it possible to determine that, in spite of the efforts made for training and advice to the teaching staff, considerable training needs are still detected and, above all, better and more effective preparation to enable Information Technology and tele-training platforms to enable an improvement of training processes by understanding their incorporation into teaching as a significant factor of change.

These considerations become more relevant the innovations that are expected from the convergence process are largely channeled or mediated by the Information Technology Communication. On the other hand, achieving an adequate relationship between the different subjects that make up a Study Plan, influences the consequent increase in the effectiveness of teaching in both quantitative and qualitative terms; which means an optimal preparation not only of the faculty, but also of the students.

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