

# The Importance of Computer Knowledge for Teachers

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**Abstract-***This research is motivated by many teachers who have no knowledge at all about how to operate a computer. This real situation the writer obtained from observations to several groups of teachers that the author met in various activities in different places. The purpose of the author discusses this problem, none other than because the author feels sad to see many teachers who still do not have knowledge about how to operate computers. The benefits obtained by the teacher from this article, of course, will arouse the enthusiasm of the teacher in obtaining computer knowledge from various sources. In this article, it is explained about the importance of having computer knowledge for a teacher in carrying out his career as a teacher. Especially in the activities of teaching and learning in the classroom, starting from creating conducive learning situations, easy to understand and making the class more enjoyable.*

*Keywords: Computer Knowledge, Teacher*

## I. INTRODUCTION

The education system always develops from time to time in accordance with the demands that occur in society. Demands regarding the development of education are inseparable from the consequences of the development of human civilization, community development and technological development. As well as the application of a learning curriculum that is always evolving over time along with the development of science and technology.

In an all-digital era like today, of course, the use of computers to help implement a job is not a new thing anymore. Today, many of us see people completing work done using computer assistance, including the work of calculating shopping at the store cashier, arranging car engine settings and so on. Among those mentioned, of course in the world of education which is actually undertaken by the teacher as a teacher can also use computer assistance in doing his work.

So, the question "Is it important for teachers of computer science in modern times as it is today?", The answer is certainly "Important". Where it will be very helpful for a teacher in creating a conducive learning situation, easy to understand and make the class more enjoyable.

This can all happen by utilizing computer assistance, because if the teacher utilizes computer assistance in carrying out the teaching and learning process in the classroom, the teacher can display the material with a better view, which can convey more concrete examples of learning and for students to be more pleasant, because it can more easily understand the lessons that the teacher delivered. But we need to underline that this can happen, if the teacher has knowledge about how to use a computer, minimum computer operation (turn on and turn off the computer) and the use of Microsoft Office Word applications, Microsoft Office Excel and Microsoft Office Power Point. According to Jogiyanto Hartono (1999: 4), Computers are a system consisting of software and hardware devices that undergo rapid changes, where computers are touted as the milestone of the beginning of the digital technology revolution.

The revolution of increasingly sophisticated computer technology with smaller size but has greater capacity and speed, its functions are expanding as the creative findings of software (software) will lead to a revolution in learning (Gordon Dryden & Jeannate Vos, 2003: 25) The advancement of computer technology has made activities fast and the life of the world as unlimited through computer networks (internet) spread throughout the world (Abdul Kadir, 2003: 371). Even, internet has been used to improve the skill of the students, for example in English language skills (Ardi, 2012).

The real situation that we can see today, there are still many teachers who have no knowledge at all about how to operate computers, especially using Microsoft Office Word applications, Microsoft Office Excel

and Microsoft Office Power Point. This real situation was the author's own observation to a group of teachers that the author met in various activities in different places, the results of which the authors describe above. Maybe this doesn't happen to all teachers, but most teachers have problems as the authors describe above.

Therefore, the authors feel interested in discussing the importance of computer knowledge for teachers. If the teacher has minimal knowledge as the author describes above, of course the teacher will be very helpful in working on various things related to the duties of a teacher. However, in the digital era like today, teachers are indeed required to have knowledge about computers.

The purpose of the author discusses this problem, none other than because the author feels sad to see many teachers who still do not have knowledge about how to operate a computer. In fact, some teachers are afraid to try to operate a computer (technology stutter), which is usually experienced by older teachers. However, it turns out that not only older teachers are stuttering technology, but young teachers, some still stutter technology. With the discussion that the author conveyed in this article, it is hoped that it will trigger the spirit of Mr. and Mrs. Teacher to obtain computer knowledge.

The benefits obtained by the teacher from this article will certainly arouse the enthusiasm of the teacher in obtaining computer knowledge from any source. Because, if we study further, we can get knowledge about this computer from anywhere and anyone. So, don't be afraid to learn.

According to Yanti Arni (<http://yantiarni.blogspot.co.id>), after the teacher has knowledge about computers, the teacher can get the following benefits:

## II. DISCUSSION

In an era that has implemented the industrial revolution 4.0 as it is today, it has become a necessity for a teacher to have basic mastery of the operation of computers. If a teacher has mastered the basic skills of operating a computer, a teacher will be able to enter a further stage in using computers in the teaching and learning process, as revealed by Yanti Arni (2015), Nana Sudjana and Rivai (2013) and Deni Hardianto (2008).

In addition to basic knowledge of computer operations, we enter the next stage that must be mastered by the teacher. The following which must be mastered by a teacher is mastering Microsoft Office Word, Microsoft Office Excel and Microsoft Office Power Point application programs. The benefits obtained by a teacher if the teacher masters the application program include:

1. By mastering the Microsoft Office Word application program, a teacher will be able to make reports correctly, as well as filling in Student Reporting Book data. In addition to that, the teacher can also make a report on various activities made by typing to report various activities that are followed by the teacher, including in making a Class Action Research Report that is currently required to be carried out by a teacher. So, by mastering the Microsoft Office Word application program, a teacher does not need to be difficult to make all reports in the form of typing.
2. By mastering the Microsoft Office Excel application program, a teacher will be able to process data more easily. If a teacher is required to display a lot of data in the form of tables and later equipped with a value recap that is automatically calculated directly, Microsoft Office Excel is the answer. In other words, a teacher can use the Microsoft Office Excel application program for the purposes of processing data automatically, so that it can help the work of a teacher in processing student grades and various other similar needs. So, by mastering the Microsoft Office Excel application program, teachers don't have to bother making data recaps and don't need to calculate themselves in calculating everything that needs to be calculated.
3. By mastering the Microsoft Office Power Point application program, a teacher will be able to make his own presentation slides. If a teacher is able to make his own presentation slide, automatically a teacher will be able to display the teaching material in the broadcast version, where the teaching material displayed to the student is displayed on the sheet per sheet. With the teacher having a slide presentation, it means that a teacher is considered to have used the media in completing the explanations conveyed to students. Maybe the teacher used to bring simple media in presenting concrete examples when teaching in class so students can get the right illustrations, but if the teacher mastered the Microsoft Office Power Point application program, a teacher would not have to bother carrying simple media to show concrete examples when teaching in class, because the simple media function can be replaced by presentation slides made using Microsoft Office Power Point. If a teacher really masters Microsoft Office Power Point, a teacher is not

only able to make ordinary presentation slides, but also can create an interactive multimedia, where content can be in the form of text, images, sounds, animations and even videos that can later be support the provision of illustrations delivered by the teacher to students, so that students can later more easily understand the lessons delivered by the teacher.

If a teacher controls a minimum of basic computer operating skills, as well as mastering the minimum Microsoft Office Word, Microsoft Office Excel and Microsoft Office Power application programs, a teacher is considered to carry out the 4.0 industrial revolution, where a teacher is considered to be using the latest technology in carrying out his work a teacher. By mastering the above, a teacher will in addition be able to save time and energy, will also be able to make learning situations conducive, easy to understand and make the class more enjoyable.

### III. CONCLUSION

Based on the results of the research and discussion obtained in this study, it can be concluded as follows:

1. Basic knowledge of computer operation is something that must be mastered by a teacher now, because in the era of industrial revolution 4.0 as it is today, everything we do in general has used computers, including carrying out classroom learning activities by a teacher.
2. The minimum thing that must be mastered by a teacher in operating a computer is the use of an application program, where at least one teacher controls the Microsoft Office Word application program, Microsoft Office Excel and Microsoft Office Power Point.
3. If a teacher controls the minimum basic knowledge of computer operation, mastering the use of Microsoft Office Word application programs, Microsoft Office Excel and Microsoft Office Power Point, a teacher will be able to create a conducive, easy-to- understand learning situation and make the class more enjoyable.

Based on the results of the research and discussion obtained in this study, the following suggestions were suggested:

1. A teacher should not be afraid to try new things, as well as using computer technology.
2. The computer used by the teacher will not be damaged by trying to use it. So, you do not need to be afraid to use it.
3. It is imperative for now in the era of industrial revolution 4.0, a teacher masters the basic capabilities of operating computers and controls the minimum of Microsoft Office Word application programs, Microsoft Office Excel and Microsoft Office Power Point, so that teachers are able to compete with the times.

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