Research on the Advanced Office Application Course Construction and Practice Based on the "Internet plus" Mode

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Abstract. With the "Internet plus" action plan vigorously, as applied undergraduate education of non-computer professional a general course, advanced office application is very practical, we have more and more paid attention to the teaching quality about the course. Through the author's own teaching experience, the author has put forward a new course's teaching mode based on the "Internet plus", and analyzed the advanced office application curriculum architecture, and described in detail curriculum content design based on the "Internet plus" mode. Finally, the author has made the course teaching practice application and operation methods, and it will provide some reference for similar course research.

Introduction

With the development of science and technology change rapidly, a new form of innovation Web2.0 brought "Internet plus", the morning of March 5, 2015, the twelve National People's Congress on the three conference, Premier Li Ke-qiang first proposed the "Internet plus" action plan in the government work report. Li Ke-qiang proposed in the government work report, "the formulation of the" Internet plus "action plan, to promote mobile Internet, cloud computing, big data, networking and modern manufacturing industry with industry to promote e-commerce, Internet and Finance (ITFIN) guide the healthy development of Internet enterprises to expand the international market." The so-called "Internet plus" refers to the use of the Internet platform, information communication technology of the Internet and traditional industries, including all walks of life together to create a new environment in new areas. "Internet plus teaching" is in the "push Internet plus" concept, the technology of cloud services, cloud education facilities development based on Internet information platform, and the combination of various services provided for the education and teaching innovation. We can use cloud as cognitive tool, or share educational resources with cloud. It can also support inquiry learning, one to one learning and game based learning, and flip classroom teaching to create personalized learning environment for students. Under the environment of "Internet plus", more people can participate in curriculum construction and classroom teaching. On the networked teaching interaction platform, the communication between teachers and students is more comfortable [1].

"Internet plus teaching" also let the computer and the mutual penetration of information technology and traditional various disciplines and cross use becomes more closely, the non-computer professional computer general courses are hitherto unknown challenge in Applied Undergraduate colleges. In this paper, advanced office application course as an example, the author would explore the course construction and teaching practice based on the "Internet plus" teaching mode.

Course System Structure Design based on the "Internet Plus" Teaching Model

When the "Internet plus" mode used in the curriculum reform, for advanced office application course, we hope to break the past only the teacher on the podium lectures, students were told the beautiful model [2,3,6]. So the course system structure is divided into four parts, such as the curriculum system structure based on the "Internet plus" mode shown in Fig. 1.

Office basic theory and application part. the teacher teaches, Mooc network and students choose learning combination, guide the basic theory for students interested in their in-depth study, and in group discussions arrangements for their students to study content sharing, the final evaluation of theoretical knowledge could be a testing in classroom or report about one theme.

The part of curriculum micro class resource library. It mainly includes three modules: Word advanced application technology micro class resource library, Excel advanced application technology micro class resource library and PowerPoint advanced application technology micro class resource library.

"Internet plus" professional application part and the "Internet plus" innovation experimental part are combined with the different professional characteristics of students. And the two parts could be seen as course content extension and sharing of experimental results.
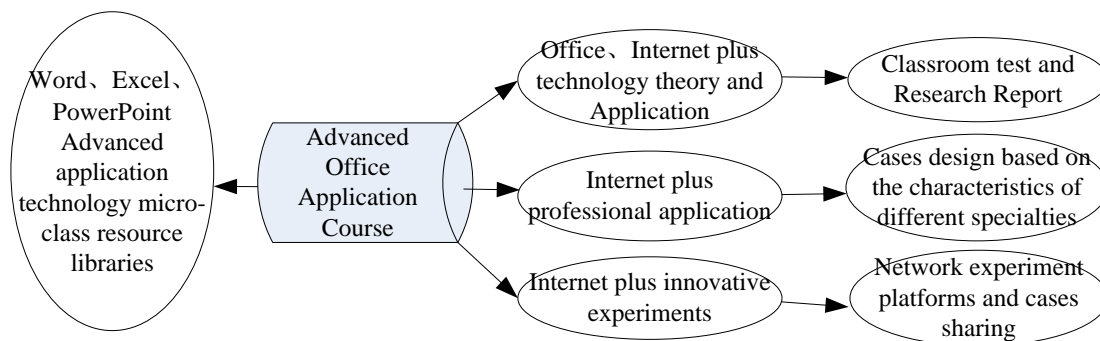

Figure 1. Course architecture based on the "Internet plus" teaching mode

Course Content Design based on the "Internet Plus" Teaching Model

Based on the "Internet plus" teaching mode, for each part of the basic knowledge we combined with classroom teaching and admires the way to guide students to have a preliminary understanding of the basic knowledge and related research contents through classroom teaching, and recommend the various research direction of excellent network course resources for in the network platform. Students can choose the most interesting content to focus on learning, and the learning experience to share the network platform, the passive learning into active learning; then, according to the content of the professional experiment through the design, strengthening the understanding and application of knowledge to students [2-4]. The course content design based on the "Internet plus" teaching mode is shown as following.

Office theory and applications, including Word, Excel, PowerPoint, VBA, Outlook, Acer and other basic theory knowledge and the "Internet plus" concept, including mobile Internet, networking, big data, cloud the basic concept of computing platform.

The design course of micro class resources libraries. The design of the micro teaching resources are three major modules: Word advanced application technology of micro class resources, including setting, page headers and footers, making use of the mail merge function section breaks, use of the style, domain settings, document revision, automatic directory generation, printing and other settings; Excel advanced application technology of micro class resources, including spreadsheet, formula and function, the use of data analysis and chart management; PowerPoint advanced application technology of micro class resources, including template, layout design, animation settings, playback settings, media clip etc..

"Internet plus" professional application cases design. The cases are combined with the students, new industries and new formats and the professional "Internet plus" pattern formed by the classic case to share with the students, guide students to design and innovation "Internet plus" new concept of the professional mode.

"Internet plus" innovation experiment. The teachers can build a network office software application platform, and students can connect to and access the content and data of the course network

experimental platform through the network, and all students could share the results of their experiments. Teachers can comment and direct the students' experimental conception and experimental contents on the network experiment platform, and realize the new experimental mode combining online guidance and offline experiment operation.

Course Teaching Practice based on the "Internet Plus" Teaching Model

The advanced Office application course is a course with strong operation and partial practice. Therefore, in the course of teaching practice, we can use micro class and rub lessons platform to carry out construction and practice application. And the teaching content of the three major micro class resources library in the course will be designed in the way of case application. "Micro class" is the main way of teaching with teaching video, and the organic integration of the teaching process and related resources around the specific knowledge points [3-5, 6]. The length of the "micro class" is generally 5-8 minutes, the longest not more than 10. Therefore, the construction of "micro class" first needs to divide the key points and difficult contents of the three modules of office software advanced application into micro class, and form the corresponding micro class repository. It is more helpful for students to study independently and improve the teaching effect. With the help of micro class video resources, small capacity, convenient downloading, mobile phones can be used to learn at anytime and anywhere, and office software advanced application technology is made into corresponding micro videos for teaching. At the same time, the production of micro class into smaller capacity and support streaming media format, video uploaded to the school website or other friction class platform, online play, convenient for students and other learning enthusiasts to download and browse, provide convenience for students and other learners' Autonomous learning.

In addition, the micro course resource library construction, teaching content of the course of the selection of reasonable case to "task" as the main line, with "practice" as the main embodiment of the application of knowledge and development, theoretical knowledge and practical knowledge to fully embody the "action oriented teaching mode of the integration of teaching, learning and doing" to simulate the working process, true, the implementation of the project guide, task driven. The curriculum design cases involve as follows: Word Senior Application: design, manufacture, winning the invitation certificate of lease contract and document template, A company's annual work summary, AAA University red head document production, the comprehensive application of typesetting; Excel high level application: A company employee information table the establishment and management of a university, performing arts game scoring system and C company product sales data analysis, data management and analysis of student achievement table. PowerPoint advanced case application: AB company annual summary report, AC company product exhibition, ACC company product planning scheme, university enrollment publicity film and so on.

Conclusions

The reform of teaching mode of new "Internet plus" is a new challenge for college teaching reform, and based on the "Internet plus" under the teaching mode of application, will not only greatly improve the students' learning interest and practical ability of students, improve teaching quality and teaching effect, we will use the network, diversification personalized, as the focal point of the teaching target, teaching plan and teaching methods to carry out comprehensive reform, concerted efforts to cultivate high quality talents in order to achieve the purpose of diversification.

Acknowledgements

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