Research on Improving the Japanese Application Ability of Students Majoring in Foreign-Related Secretarial Studies Based on Big Data

Yingchao Chen, Hongfang Duan
1 Heilongjiang University Of Technology, Heilongjiang, China, 158100

*Corresponding author email: 250919064@jxdx.edu.net

Abstract. Foreign secretarial major is not only a new major in adult colleges, but also a popular major. How to do well and make good use of this new major is an urgent problem for adult colleges and universities. Over the years, the author has known more than 30 adult colleges and universities in various regions and more than 20 enterprises, institutions of employment standards, found that the school training students and the current social needs of the talent standards there is a large contrast. Therefore, it is imperative to reform the teaching method and curriculum setting of foreign-related secretarial major.

Keywords: Application-Oriented Undergraduate, Foreign Secretary, Curriculum System

1. Introduction
From professional setting and social reality, with more than one college applied undergraduate specialty, the foreign secretary of the construction of the curriculum system of Japanese curriculum system construction as the core research content, tracking foreign secretary major Japanese curriculum system construction, and use for reference the experience of previous research, from the talent demand, policy analysis, research personnel training plan formulation, etc [1].

2. Secretary professional talent demand
At present, only Harbin Institute, Daqing Normal University and Mudanjiang Normal University in Heilongjiang province have established the secretarial major. In the vast eastern part of Heilongjiang Province, there are no colleges and universities setting the secretarial major. Moreover, none of the secretarial majors of these three universities has focused on training foreign-related secretarial skills. Under the background of the construction of "Longjiang Silk Road Belt", the gap of foreign-related secretarial talents required by the economic, trade and cultural exchanges between China, Russia, Japan and South Korea is serious [2]. The university where the author works was approved as the undergraduate major of Secretarial Science in 2017, which is officially open to national enrollment. The first batch of major plans to enroll 130 students.
3. National and provincial policy guidance on application-oriented personnel Training

The author's university released the document "Heilongjiang Institute of Technology 2018 on January 11, 2018 (No. 3 [2018] of the Black Industry Institute). Key Points of Work for 2018", which makes plans for the work priorities of the university where the author works, puts forward the slogan of "comprehensively implementing the connotative development strategy and coordinating the implementation of the four major projects". The third standard is "Implementing the characteristic project to revitalize the school". The construction and development of the discipline should focus on serving the local orientation, closely combine with the needs of local economic and social development, and develop the mouth standard centering on the regional characteristics, national characteristics, industrial characteristics and other disciplines. Taking the characteristic as the direction is an important link to promote the connotative development of the university where the author works[3].

It can be seen from the above that the Party and the state attach great importance to the training of "specialized talents and high-skilled talents", which is undoubtedly a great development opportunity for application-oriented undergraduate colleges based on local conditions. However, the current situation is that among the 6 characteristic application-oriented undergraduate universities approved by Heilongjiang Province, only 3 offer Japanese courses, and from the perspective of teaching syllabus, only 1 offers tourism Japanese and other skill-based courses. Among the 3 characteristic application-oriented universities, 2 offer Japanese courses. From the perspective of the syllabus, they offer Japanese system office automation, economic and trade contracts, Japanese shorthand, foreign trade correspondence and telecommunications, etc. However, there are no required courses for foreign secretary, such as foreign secretary practice, foreign secretary etiquette, secretary writing, secretary document management, conference organization and management, etc. [4]

4. Taking Heilongjiang Province as an example, this paper analyzes the structure of applied undergraduate institutions

Determining the stage of cancer is the key to cancer diagnosis and drug discovery. In such cases, appropriate and accurate specific treatment can be provided. Physicians usually determine the stage of cancer based on the AJCC tumor-lymph node-metastasis (TNM) system guidelines. When providing a diagnosis, the doctor can use TNM's description to determine the stage or stage of the cancer. However, doctors do not use gene expression data, such as data based on RNA-Seq, to determine the stage of cancer in this way. Gene expression data can visually reveal the inherent change information of the data. Therefore, cancer staging research based on gene expression data can greatly promote the discovery and reveal the mechanism of cancer development and evolution[5].

According to the province department of education on further promoting the construction of characteristic applied undergraduate colleges and universities work notification, identified the six local universities in our province as characteristic specialty of demonstration, the construction of experimental. Team is 6, according to the results of the investigation of the colleges and universities for the three colleges and universities heilongjiang university of science and technology, etc.), not the opening of a Japanese professional. Rest 3, university of heilongjiang college of engineering, medical school Open University only Japanese public elective courses, and heilongjiang Oriental college Japanese professional curriculum has literature, classical, tourism comprehensive grammar, japanese-chinese translation course, Business characteristics is not obvious. Another characteristic applied undergraduate colleges and universities in heilongjiang province breeding unit 3: in addition to heihe college not open Japanese professional, the remaining 2, daqing normal college Japanese professional economic and trade contracts with travel agencies, language school, a Japanese system of office automation and other special courses; that is suihua college of business Japanese. From this, it can be seen that among the 6 characteristic application-oriented undergraduate institutions under construction and 3 incubators in Province, 4 of them do not offer Japanese major, while 2 of the remaining 5 offer university Japanese public elective courses[6]. In other words, the characteristics of
Japanese major in Heilongjiang's application-oriented universities are not prominent, and the curriculum is not applicable, which does not match the social and economic needs of Heilongjiang province.

5. Methods and Strategies for improving the Japanese application ability of students majoring in Foreign-related secretarial Studies under the background of big data

To sum up the experience, this paper thinks that the Japanese application ability of students majoring in foreign secretarial studies mainly lies in the following points.

**Figure 1.** Methods to improve the professional Japanese application ability of foreign secretaries

5.1. Clear objectives of talent training

Heilongjiang institute of industrial professional secretarial science focus on the student beginning ability training, pay attention to the deep foundation and talents development, pay attention to in place rooting of talent training, pay attention to combining with the regional advantage of bordering on Russia, and Japan near, giving full play to the advantages of Japanese and Russian teachers more teachers, to Russian, Japanese, English secretary concerning foreign affairs feature classes, revolve around the basic content of secretarial work, cultivate qualified + special skills involving Russia, on day, the British secretary of high-end talent. The talented person that this major educates, have secretary talented person to ought to have namely can write an article, can raise force, meeting, can coordinate the basic quality such as handle affairs, have the foreign language ability of Japanese, Russian, English again, catered to foreign trade and economics to be active day by day, to foreign secretary kind of talented person demand grows day by day new situation.

5.2. The curriculum is more application-oriented

The course of secretarial studies consists of four parts :(1) general courses, including general education courses, ideological and political courses, military theory courses and stratified general courses; (2) Professional courses, which are composed of two parts: subject platform courses and professional core courses; (3) Elective courses, including subject elective courses, major elective courses, cross-major elective courses, public elective courses, second class and other courses; (4)Student design (thesis). Foreign Secretary Japanese students need 161 credits to graduate: General Education (42 credits)+ subject major(76 credits)+ professional elective (32 credits)+ public elective (8 credits)+ Social practice/graduation design (11 credits).
5.3. Focus on the development of students' special skills

The major encourages students to develop their expertise. In particular, students are encouraged to make considerable progress in the professional direction of Japan-related secretary; Students are encouraged to take the postgraduate entrance exams or to obtain all kinds of relevant vocational certificates recognized by the state.

| Promote learning by competition | The school holds a series of professional secretarial competitions during the international Secretary Day every year. Organize students to participate in various professional competitions outside the school |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To promote learning by examination | Pay special attention to the assessment of the usual results, pay attention to the accumulated learning process |
| Promote learning through club activities | Carry out professional association activities extensively and organize association experience as one of the conditions for students to graduate. |
| Implement the academic tutorial system | Each student is provided with an academic advisor who is responsible for guiding students through their four-year college life. |
| Strengthen real post exercise | The practice of four years of uninterrupted real job training, that is, students will be assigned to the school after learning |
| The scholarship | To set up a student development award fund and give special awards to outstanding students. |

Figure 2. Specific implementation methods

6. Conclusions

In conclusion, this paper argues that, under the background of big data, the local colleges and universities, especially the applied undergraduate colleges should review the current situation, adjust the direction of personnel training, curriculum reform, which are characterized by "application" lead, to study how to reform the course system, Japanese graduates can make in the current job market in short supply.

Acknowledgement

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