

Research On The Talents Training Mode Of Electronic Shorthand For Law Majors In Applied Undergraduate Universities

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Abstract: with the national concept of increasing the proportion of applied, compound and technical skilled talent training, and continuously promoting the transformation of local undergraduate universities to applied universities putting forward, how can the law major of undergraduate universities, as the cultivation of legal talents, adapt to the requirements of China's Education Modernization 2035 and The Implementation Plan of the National Vocational Education Reform, and promote the transformation of local undergraduate universities of higher education into applied universities is an issue concerned by all sectors of society.

Preface

As of 2013, applied talents (later called applied skilled talents) accounted for 40% and academic talents accounted for 60% of China's university graduates ^[1], which shows that the proportion of applied talents and academic talents in China is not balanced. According to the report released by Mckinsey Global Institute, by 2020, China's employing unit will need 142 million applied skilled talents with higher education. If the skills of workers cannot be further improved, China will face a talent supply gap of 24 million. The key to the revitalization of a country, the improvement of a country's comprehensive national strength, and the stable development of a country's economy are talents. In the process of building national innovation system, economic transformation and industrial upgrading, applied skilled talents play an important role in China. The imbalance between applied talents and academic talents is not conducive to the overall promotion of national endogenous power. In response to this problem, the state has made a series of strategic arrangements. In February 2019, the CPC Central Committee and the State Council issued China's Education Modernization 2035 and The Implementation Plan of the National Vocational Education Reform, which proposed to strengthen the cultivation of innovative talents, especially top-notch innovative talents, increase the proportion of applied, compound and technical skilled talents, and continuously promote the transformation and development of local undergraduate colleges and universities; By 2022, a large number of ordinary undergraduate universities of higher education will be transformed into applied universities

The main purpose of law major in applied undergraduate university is to improve the quality of legal personnel training, cultivate a number of applied and compound legal talents, and provide talent guarantee and intellectual support for the construction of a socialist country ruled by law. As a law major in ordinary undergraduate universities, how to cultivate applied, compound and skilled talents, and how to adapt to the requirements of China's Education Modernization 2035 and The Implementation Plan of the National Vocational Education Reform, and help to promote the transformation of local undergraduate universities of higher education into applied universities are an issue concerned by all sectors of society.

At present, "internet+" technology has changed people's way of production, life and work. The work form of traditional handwritten records can no longer fully meet the needs of efficiently processing judicial information under the background of China's judicial reform. The judicial personnel of public security organs should use law knowledge to complete a series of electronic

input, editing and sorting of judicial data and judicial document information in different stages of judicial practice. Therefore, the public security organs need a large number of applied talents who are familiar with legal knowledge and master electronic shorthand recording technology. So this paper expounds the basic theory of the applied undergraduate universities, according to the current situation of electronic shorthand personnel training in law major of ordinary universities in China, studies the reform mode of the training of electronic shorthand skills of law majors in applied universities, so as to provide valuable reference for the cultivation of applied skilled talents engaged in judicial information processing of public security organs.

One, basic theory of applied undergraduate universities

(1) The concept of applied undergraduate university

Applied, also known as applied skills; applied undergraduate universities, also known as applied universities, are universities that rely on discipline construction, take applied professional education as the foundation, and take social talent demand as the training orientation to cultivate high-quality applied talents at undergraduate level who serve the needs of national and local social and economic development. The orientation of applied universities is embodied in the word “application”. Its duty and mission is to cultivate high-quality applied talents with strong competitiveness and social adaptability.

(2) The connotation of applied undergraduate universities

1. General situation of applied undergraduate universities in China

According to the orientation of personnel training, higher education in China can be divided into four types: academic research type, applied research type, vocational skill type and applied technology type. (1) The academic research university is the university with the highest academic level, the most scientific research achievements, focusing on training graduate students. At present, 985 engineering university is the main research university in China. (2) The applied research university is a new type of research university, which takes the construction of industry and local first class as the goal, takes the applied research and training of outstanding talents as the important task, and puts more emphasis on the practical application ability, practical ability, innovation ability and creativity, and they are mainly 211 engineering universities and local key construction universities. (3) The vocational skill type universities mainly train senior applied technical talents in the production, construction, management and service front line work, mainly local undergraduate and junior colleges with the training of applied technology talents as the school running orientation. (4) The applied universities refer to universities which take applied rather than scientific research as the school-running orientation.

Applied undergraduate education is a type of higher education. It combines the advantages of vocational education and diploma education, and focuses on training specialized technical personnel with undergraduate degree in a certain field. In March 2014, the reform direction of China’s Ministry of Education has been clarified: 1200 ordinary undergraduate colleges and universities in China, more than 600 will gradually transform into applied universities, and the transformed undergraduate universities account for just 50% of the total number of universities. In other words, the vast majority of universities belong to this type. At present, China is constantly promoting and guiding colleges and universities to actively connect with economic and social development and regional industrial layout, plan scientifically, reasonably and flexibly and adjust the specialty structure, so that the general undergraduate education not only cultivates a proper amount of basic and academic talents, but also focuses on cultivating multi specification and diversified applied skilled talents to serve the local economic and social development, creates a number of applied skill-based majors that are urgently needed by localities (industry), with outstanding advantages and distinctive characteristics, and promotes the transformation of qualified ordinary undergraduate colleges and universities into applied technology universities.

2. Basic characteristics of applied undergraduate universities

(1) Reflect the value of the industry. Under the policy support of the local government, the applied undergraduate university is a university which provides a large number of excellent talents for the industry development, regional economy and local society by setting majors based on the social talent demand, teaching practice, scientific research and regional economic development. Therefore, the professional setting of talent cultivation in applied universities reflects the industry and pays attention to serving the local economy and society through promoting the development of the industry.

(2) Train applied skilled talent. Applied skilled talents are skilled talents who apply mature technology and theory to actual life, work and production. The compound application of talents can be summarized as three qualities, four spirits and five abilities. The first is three qualities, namely, good psychological quality, moral quality and humanistic quality; The second is fourth spirits, namely, scientific spirit, professional spirit, team spirit and innovative spirit; the third is five abilities, namely, the social adaptability, innovation ability, practical application ability, lifelong learning ability and career transformation ability required in the fields of management, service and production.

(3) The teaching process focuses on practice. The applied undergraduate education does not take the path of pure theory training, but joins the practical ability education system of applied undergraduate talents. It takes the actual needs of front-line work as the core teaching goal, especially highlights the mastery and flexible application of basic theoretical knowledge in the ability training. The training process emphasizes the combination of front-line work practice, inside and outside school, in and out of class, and practice and experiment; we should attach importance to the practical teaching link as an important teaching activity for students to integrate relevant professional knowledge and skills.

3. The connotation of applied undergraduate universities

The talent training standards of applied undergraduate universities are neither exclusively R&D talents nor fully skilled operators and technicians. Applied skilled talents are the special talents of various industries in urgent need during the transformation and development from industrialization to information age. Applied undergraduate education cultivates the users and implementers of modern technology, as well as the advanced technical application talents who master the basic theories and expertise necessary for this major and can be directly engaged in solving practical problems and maintaining normal operation of work in the production, construction, management, service and other front-line posts. Therefore, applied undergraduate universities emphasize the basic teaching based on the combination of applied theory and practice; emphasize the construction of applied faculty, the combination of teaching and scientific research; emphasize the application characteristics of teaching and training methods, and cultivate students' spirit of practice; emphasize the student's subjective status, cultivate high-quality applied skills talents with innovative consciousness and practical ability.

Two, The Necessity Of Training Electronic Shorthand Talents For Law Major In Applied Undergraduate Universities

Electronic shorthand talents are technical talents who use computer technology and shorthand technology to transform audio information and silent information into characters. Electronic shorthand technical talents in society are also known as electronic shorthand stenographer. Electronic stenographer can use the coordination of heart, brain, ear, eye, hand and other parts to complete a high-quality shorthand task. In order to complete a high-quality shorthand task, a qualified stenographer must have strong coordination ability (that is, the body organs must be coordinated) and the ability of logical inference in language. He should be able to accurately infer the content of the speech from the context, quickly respond to information, and use computer information processing technology to listen, watch, write down, and sort out audio and silent

information (such as applause, smile, gesture, scene, etc.) in the form of hearing one sentence in ears, see one sentence with eyes, type one sentence with the finger, and store one sentence in the head. However, the training goal of electronic shorthand technical talents of law major in applied undergraduate universities requires not only high speed, but also high ability and high composite application ability, that is, to cultivate compound applied technical talents with solid legal knowledge, practical ability in law and the integrated ability of recording, proofreading, editing and reviewing of electronic shorthand stenographer.

In the field of judicial work, the judicial personnel of public security organs should use legal knowledge to deal with a series of interrelated judicial data and judicial document information recording, editing and sorting work from different stages of registration, investigation, inquisition, interrogation, review, discussion, trial, evaluation and judgment. At present, under the background of “internet +”, relying on internet information technology, we have reshaped the new form of new information technology, such as internet of things, cloud computing, social computing, big data, and so on, changing people’s production, work and life style. The traditional handwritten record processing judicial data and judicial document information can no longer fully meet the needs of judicial big data information processing in the construction of legal society in China. In the judicial work, it is necessary for the judicial practitioners to effectively complete the judicial information processing based on the solid grasp of legal knowledge, combined with the actual work, using shorthand and electronic editing office application skills. Electronic shorthand technology has become an important work skill to ensure the comprehensive and efficient presentation of information in the judicial service industry, and is the lubricant to accelerate the judicial work efficiency.

According to incomplete statistics, there are more than 100000 electronic stenographers needed by all walks of life every year in China, especially in the judicial system. In the process of continuous judicial reform, with the judicial system putting forward the working concept of modernization of judicial document electronic information processing, online disclosure of litigation document and the working mode of live network broadcast of judicial litigation work (such as live broadcast of court hearing), the number of judicial assistants recruited by the judicial organs who specialize in the electronic entry of judicial information, the processing of judicial transcripts and document information, and the computer court trial records has also gradually increased. The position’s requirements for college students’ academic qualifications and skills are constantly improving. Many judicial organs’ recruitment news takes undergraduate law as the academic and professional requirements, familiarity with electronic shorthand technology and computer office software operation as the skill requirements for the job application.

“Law + shorthand” reflects the industry characteristics of efficient judicial information processing in the judicial service industry, and the modernization of a new generation of just judicial information is inseparable from the efficient processing of information. Therefore, the main force of judicial work of the public security organs in the future must be familiar with the legal knowledge, and master the electronic shorthand technology. The training mode of professional talents in applied universities must change from the traditional theoretical type to the practical application type, cultivate the electronic shorthand skilled talents who can solve practical problems in judicial service and judicial auxiliary posts, and train all kinds of applied and industry characteristic talents urgently needed by all walks of life in the process of transformation and development from industrialization to information age, so as to serve national and local economic development.

Three, The Current Situation Of The Electronic Shorthand Talents Training Mode Of Law Majors In China’s Undergraduate Universities

The cultivation of electronic shorthand talents in law major in China is mainly realized through academic education and special training. Academic education refers to the integration of electronic shorthand courses and edge courses related to electronic shorthand, such as court trial shorthand training, on-site meeting shorthand training, conference manuscript shorthand editing and other

courses into the law courses, so as to cultivate students' ability to solve practical problems and maintain normal operation by using legal knowledge and shorthand technology. It is characterized by the combination of academic education and the training of stenography skills. Special training refers to that students take part in the social training institutions for shorthand outside the school to learn shorthand skills during their study of law major. Its characteristic is that the training goal is single, that is, it only cultivates shorthand skills without involving any other fields.

(1) Problems in the mode of undergraduate law academic education

In China, due to the late introduction of electronic shorthand related courses to colleges and universities, in recent ten years, the cultivation of electronic shorthand talents of law major is mainly set up in secondary vocational, higher vocational and tertiary colleges, and there are few related undergraduate colleges, such as the Central Judicial Police University. At present, the problems existing in the talent training mode of electronic shorthand for law majors in undergraduate colleges and universities are reflected in the following aspects:

1. The overall level of teachers has not reached the level of stenographers

At present, the electronic shorthand teachers of law major in undergraduate colleges mainly come from three ways: (1) School training, (2) transformation of teachers engaged in computer teaching, (3) introduce from training institutions. The first way, school cultivation means that undergraduate colleges and universities train law teachers to understand both professional keyboard shorthand and standard keyboard shorthand. That is, teachers with legal knowledge background will be sent to training institutions for training for a period of time, and then they will be engaged in the teaching of electronic shorthand. The second way is the transformation of teachers engaged in computer teaching, and it refers to teachers engaged in the teaching of basic computer application courses, learn by themselves the computer keyboard shorthand course, then they are engaged in the computer standard keyboard shorthand teaching. The third way is to introduce senior electronic stenographers from training institutions to engage in electronic shorthand teaching.

From the current situation, no matter which way, there are defects. Electronic shorthand skill is a process of making perfect by practice. It is a long-term process to reach the level of senior stenographer. According to the first teaching way, law majors in undergraduate schools send teachers with legal knowledge background to participate in the training. Due to the high cost and short learning time of the training, the trained teachers can only learn the theoretical knowledge of electronic shorthand, but cannot internalize the theoretical knowledge into electronic shorthand skills, and they have not experience in electronic shorthand recording. Therefore, in terms of teaching quality, it is difficult to provide effective technical guidance for students, and the teaching effect is not ideal. The second teaching way is to let the teachers who are engaged in the basic course of computer application teach themselves the shorthand course of computer keyboard shorthand, and then conduct teaching. Due to the influence of basic computer application courses for a long time, their teaching content and teaching schedule lay particular emphasis on the operation of computer office software, ignoring the training of electronic shorthand, which leads to the students' shorthand speed not very ideal. The third teaching way, if we introduce stenographers from training institutions, because they have not been trained in professional teacher knowledge and skills, they lack the basic professional qualities and professional skills for of teacher. So there are problems such as how to teach, how to teach efficiently, and how to teach within the hours stipulated by the education system. The teachers introduced by after-school training institutions do not adapt to the teaching hours allocation within the education system in many cases, even if students are allowed to spend more time practicing, the ideal teaching effect is not achieved.

2 The training time is not enough and the practice time is incoherent

The cultivation of electronic stenographer is a continuous training process, which needs a long and continuous practice time to achieve the teaching goal. However, undergraduate universities belong to academic education, especially the law major in undergraduate colleges. Students in law major spend most of their time studying a variety of legal courses. If the teaching hours of

electronic shorthand are too much, it will inevitably affect the opening of other law courses, and if the opening of law courses cannot reach a certain number, and it does not meet the requirements of talent training of law education; on the contrary, if the teaching hours of law course are too much and the teaching hours of electronic shorthand are too few, it is generally impossible to train qualified shorthand stenographer. In addition, the teaching hours of electronic shorthand are not combined with the actual training of the skills, resulting in the problem of inconsistent teaching hours. At present, the teaching hours of electronic shorthand in universities is basically based on the teaching mode of 40 minutes for one class (10 minutes for rest after class), 80 minutes for each class (2 classes) or 120 minutes (3 classes) for each class, and two or three classes a week. This kind of practice pattern is incoherent, so it is a kind of intermittent learning and training. Even if the shorthand course is offered to undergraduate students for 2-4 semesters in some universities, however, each semester, students have to stop the electronic shorthand training due to winter and summer vacations, so the teaching effect is not ideal.

3. The teaching method lacks professional pertinence

The education of applied undergraduate universities takes the cultivation of applied skilled talents as its own responsibility. Therefore, in undergraduate universities, the teaching of each course should be connected with the post, and the teaching of electronic shorthand is no exception. From the current situation, the teaching of electronic shorthand for law majors in many undergraduate universities is completed in the training room. After a brief introduction of the theoretical knowledge of electronic shorthand, the students are allowed to carry out single speed practice, and the school seldom combines with legal practice to carry out vocational education for students, and lacks professional targeted education, so that students become a mechanical typing member. Therefore, there is a gap between the teaching work of electronic shorthand and the work post. When students go to society and work, they can't complete the work of electronic shorthand because of the lack of vocational practice education and electronic shorthand experience.

(2) Problems in special training mode of training classes and training institutions

The ability of trainees trained by training classes and training institutions is single, and their professional ability is not comprehensive enough. The stenographers trained by training institutions are higher than those trained by undergraduate colleges in terms of text input speed and shorthand ability. However, the level of electronic shorthand talents of law major is not only reflected in the single index of high speed of text input, the personal comprehensive cultural quality is also very important. In terms of the talents of law major and judicial practice, training institutions pay too much attention to the improvement of speed and ignore the knowledge of other professions, such as the legal knowledge required by law major.

Four, Suggestions And Countermeasures On The Reform Of The Training Mode Of Electronic Shorthand For Law Majors In Applied Universities

(1) The innovation of class hour distribution in curriculum training

The core content of the talent training program is the scientific and reasonable distribution of curriculum and class hours. In order to achieve the goal of training program, the key to cultivate qualified electronic stenographers is how many hours of electronic shorthand courses should be allocated reasonably on the basis of the law courses already offered. The training of electronic shorthand is a process in which practice makes perfect. Generally, an operation needs 1.5 to 2.5 hours of continuous practice time to internalize the operation into its own conditioned reflex physiological skills. Therefore, the arrangement of 36-72 class hours per semester, twice a week, 80-120 minutes for each class (2-3 classes), and 1-2 days for each class and 1-2 months for each semester are not suitable for the physiological law of training qualified shorthand stenographers. Even if there are 72 class hours in each semester, it is impossible to cultivate qualified electronic shorthand stenographers because it is not a continuous class. Therefore, it is necessary to carry out a

large-scale integration of the electronic shorthand course of several semesters. We have changed the regular 2 to 3 class hours as one lesson in universities to 5 classes as one lesson, and each lesson should be maintained for 2-3 days of continuous class training time. We even merge the electronic shorthand class hours which are divided into three or four semesters into one semester to complete it.

(2) Innovation of teaching mode

The teaching mode of each course affects the teaching quality. Electronic shorthand skills are required by every industry and department, and the skills are implanted in the main work of all walks of life. For example, secretarial meeting minutes, court hearing, English letters quick record, summary of legal documents and so on, therefore, situational teaching is very helpful to improve students' learning mood and reduce the dullness of stenography training.

Situational teaching method refers to that in the teaching process, teachers create and introduce specific and vivid teaching scenes according to the practical work and teaching contents, so that students can understand professional knowledge and master professional skills through simulation scenes and role playing in their interest. Therefore, teachers of shorthand course should be required to create specific working environment according to the skill requirements and work requirements of electronic stenographer, so that students can play the role of stenographer, clerk, conference secretary, etc., and make full shorthand of relevant work contents. Through the creation of situational teaching mode, we can increase students' interest in learning, enhance the learning effect, shorten the distance between school and society, and make students quickly enter the working state.

(3) Construction of double qualified and double competent teachers in applied undergraduate universities

Educational idea is a guide for teachers to innovate education, so the concept of subjectivity plays an important role in the shorthand teaching. The core of the concept of subjectivity is to fully respect the subject status of every educator. Teaching and learning are two aspects of a problem. Teaching is always carried out around learning. Teachers' teaching needs to maximize students' internal potential and learning motivation, make students become active subjects from passive receivers, and make the education process truly become students' self-conscious learning activities and self-knowledge construction process. Therefore, we should let stenographers train stenographers.

In academic education institutions, many teachers who teach shorthand courses are not stenographers. Many colleges and universities train teachers in shorthand training institutions for a short period of time and then let them teach shorthand course. As a result, many teachers only understand the theory of shorthand and have no shorthand experience, but only stay in the situation of typing without speed. It can be said that if the teachers have not experienced the road of becoming a master, how can they better guide their students to become masters? Therefore, the teacher level and the student level are almost the same, which leads to the failure to achieve the talent training goal of stenographer. Therefore, schools should choose two methods. Firstly, school should strengthen the practical level of shorthand teachers, let them in the front-line departments engaged in shorthand work, or participate in the shorthand skill competition to hone their shorthand ability, or organize teachers to participate in the senior stenographer grade examination of authoritative departments, so as to cultivate the double qualified and double competent shorthand teachers. Secondly, we should introduce high-quality and skilled stenographers with legal education background in teaching. Through the above two methods, school expand the electronic shorthand double qualified and double competent teaching team. Only in this way, the students' level of stenography will have a qualitative leap, and students can obtain the professional qualification certificate of senior stenographer in large quantities.

(4) Introduction of double-track training mode

At present, the undergraduate universities are changing into the applied direction. It is necessary to enhance the learning of vocational skills and applied skills of undergraduate students, so that students can adapt to social competition and professional status. As the law major of applied undergraduate university, we should introduce the double-track system, that is, “law degree + vocational skills”. That is to say, students of law majors in undergraduate colleges and universities should study electronic shorthand vocational skills while studying law. Through the way of academic education and vocational skills education, students can get more and better learning guidance in academic planning, let students test the gap between their ability and social employment requirements through qualification certificate, meanwhile, it can also promote undergraduate college students to master more vocational skills and enhance their application ability.

(5) Innovation of assessment methods

The shorthand course is a skilled course, so unlike other courses, it uses the way of reading and listening on the computer for assessment instead of using the form of examination paper. At present, a level certificate platform for electronic shorthand has been developed for the skills of shorthand. Therefore, it is possible to take the on-campus computer examination together with the electronic shorthand certificate examination platform by networking. In this way, college students can pay more attention to the electronic shorthand test. Meanwhile, it can stimulate students' enthusiasm for certificate examination, so students can not only pass the school examination, but also accept the appraisal of vocational skills and obtain the electronic shorthand vocational skills certificate, which is conducive to promoting the reform mode of dual-certificate education.

(6) School-enterprise cooperation and school-bureau cooperation

Local undergraduate universities should actively support teachers to participate in the practice of industry-university-research cooperation in enterprises, institutions, research centers, laboratories and training centers, so as to make them understand the current production and technology status and development trend of their teaching majors, and improve their hands-on ability and scientific research and development ability in practice, make them become double qualified teachers combining theory with practice.

On the other hand, through the resources of the school, students will be organized to visit and practice in the legal work departments, enterprises and posts engaged in electronic shorthand, so that students can broaden their horizons, understand the social value of their major, and further internalize and integrate their theoretical knowledge and practical knowledge.

Fund Project

The research project of “Secretary + shorthand integrated solution” of stenography Professional Committee of Chinese Information Society of China in 2017: Research on Legal Secretary Shorthand Talent Demand and Specialty Teaching Reform (Project No.: zsw201710); 2019 Guangxi Police College Higher Education Undergraduate Teaching Reform Project: Research on the Reform of the Talent Training Model of “Law + Electronic Shorthand” in Applied Undergraduate Universities” (Project No.: 2019JGB15); The 2020 Guangxi Police College Higher Education Undergraduate Teaching Reform Project: The Reform and Practice of the Flipped Class Teaching Model of the Judicial Record Information Processing Course under the Background of “Internet +” (Project No.: 2020JGB30);

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