

## Discussion about the Course Advanced Training of Foreign Trade Office

Xia Cao<sup>1, a</sup>, Fahai Li<sup>1, b</sup>

<sup>1</sup>School of Electrical and Information Engineering, Hubei University of Automotive Technology, Shiyuan 442002, China.

<sup>a</sup>caoxia75@163.com, <sup>b</sup>syf73@163.com

**Keywords:** Advanced training of foreign trade office, curriculum reform, organizational form of the course.

**Abstract.** With the advancement of education reform, we establish a course named Advanced Training of Foreign Trade Office combining the office software and office automation, focusing on the scientificity and practicability of the experimental contents, which strengthened the objectives and practical use of the experimental contents, made the students feel happy about creation and harvest, aroused the students' conscious attention to the experimental process and results, improved their enthusiasm and initiative in studies and cultivated their scientific literacy.

### Introduction

The new training course of Advanced Training of Foreign Trade Office changes the original curriculum system of English Major Students learning computer programming combining the characteristics of Foreign Language College students in our school, being tailor-made, focusing on the scientificity and practicability of the experimental contents which includes validation, comprehensive, designing experiments and etc., and enriching a range of enterprises and the practical application of compound experiments. It combined the office software and office automation, strengthened the objectives and practical use of the experimental contents, made the students feel happy about creation and harvest, aroused the students' conscious attention to the experimental process and results, improved their enthusiasm and initiative in studies and cultivated their scientific literacy, cultivated their good experimental styles and scientific attitudes, and improved their abilities to solve problems during the rigorous experimental skills training. Moreover, it gives opportunities for the students to choose some extensive comprehensive experiments as they like and provides some open experiments in extracurricular courses which are intended for the capable students to do optionally in their flexible time or spare time for the purpose of improving the students' interests and abilities of advanced experimenting and training on office and cultivating their scientific literacy.

### Summing up Teaching Methods and Means from the Characters of Experiment Teaching

The course Advanced Training of Foreign Trade Office is made to update teaching philosophy, carry out academic research, strengthen teaching and research, raise awareness, and improve each other by active discussion. We introduce a modern classic experiment and research element, and add comprehensive and extensive experiments, so that students not only master the basic knowledge, skills and operations, but improve their abilities in all aspects. For explaining the basic principles and basic operations, it is operated by the instructor demonstrations combining with multimedia teaching means to enable the students to understand the experiment more directly and vividly, therefore, improving their interest and initiative in participating in the experiments. We design preview questions to guide the students to think, consult relevant information and make full preparations before the experiments. We strengthen the experimental explanation, replace the teacher-oriented mode with the mode of discussions between teachers and students and inspire them to question to enable students to become more familiar with the content of the experiments. To create a good experiment teaching atmosphere, the instructors walk around incessantly to find out the problems

timely, strengthen the students' individualized instruction and inspire students to think and solve problems during discussions. For some needy students, we provide hands-on and one-on-one guidance. When we emphasize that the students should timely and accurately record the experiment process, we design a simple, standardized formatting test report that integrates preview thinking, data analysis, results, discussion and other elements to a whole and put forward a variety of requirements according to different types of the experiments, therefore urging students to practice and think and strengthening the training of students' thinking ability [1]. And we will correct their reports seriously and communicate with students when we identify their problems, thus further improving the effects of experiment teaching. We will also take open experimental forms, that is to say, the students can select the participation in open experiments on their own after meeting the basic requirements of the course, which is to stimulate the students' enthusiasm in study, thus improving their abilities to do experiments, practice and think, and the abilities to analyze and solve problems.

In teaching methods, starting from the experimental teaching characteristics, we further strengthen discuss style, heuristic teaching. We pay attention to the four areas: preparation, demonstrations and discussions, practice, laboratory report summaries. This course guides students to think by the question for the design preview actively; promotes students to question by discussion though explaining; strengthens the inspection and communication though training guidance, emphasizes students' individualized guidance, inspires students to think about the problem; emphasizes on students' records and the scientificity of the reports, while we design a simple, standardized lab reports which integrates rehearsal thinking, data analysis and other elements of the discussions to a whole; promotes students to think more, guides students to practice and think, thus improving the quality of teaching.

We continuously update teaching methods, and increase the application of modern teaching techniques. Till now, we have established and have been improving multimedia assisted teaching method such as electronic courseware, network resources and so on. This course has set course web set on teaching internet. We also hang syllabus, experimental arrangements, related courseware, teaching cases, and videos of basic operations. Experiment and preview gradually adopt prep phased-face lectures and demonstrations, discussions with a combination of electronic courseware, focusing on face to face talks, demonstrations, discussions, guiding and multimedia assisted teaching methods combined with active diversification of experimental teaching methods.

Through the four areas preparation, discussion and Demonstrations, practice, laboratory report summaries, we implement teaching. In the teaching process, each teacher is responsible for 16 or 8 students' experiments, strengthening the inspection guidance. Students are expected to meet the basic principles and master the basic experiment skills, experiment further improve the election. After reaching the basic requirements, students can choose to participate in an open test to stimulate their learning initiative and enthusiasm. During the experimental exploration activities, students' experimental skills and scientific experiments style pragmatic attitude can be cultivated, problem-solving and analyzing skills can be improved.

## **Forms of Organization and Methods of Instructor Courses**

We adopt a variety of teaching methods-theoretical lectures, questions, discussions, the necessary experiment, selective and open experiment, which has achieved the combination between the instructor and student self-learning, the experimental teaching mode combined teaching and research, fully mobilize the students' enthusiasm and creativity thereby improving the overall quality of students.

### **A. Experimental Arrangement**

All experiments are carried out in the computer room, 12-16 students forming a group. Under the guidance of a teacher, students complete the experiments independently. We do experiments once a week and each one lasts four hours. Per semester there are 2-3 weekends used for a fixed open experimental time, while students are in special needs there will open from time to time. Eight

students form a large loop experiment, one or two student complete the experiment. Students are divided into single and double peripheral circulation. Experiments will be carried once a week, and each experiment lasts 3 to 6 hours, another 3 hours to expand the experimental arrangement or design of experiments. Moreover, according to the requirements of students, the weekend schedule occasional open for experiment.

### **B. Veteran Teaches Green Hand to Prepare for the Class and Experiment**

Before students' doing experiment, young teachers and teaching assistants should prepare for the class and experiment under the program directors, so that young teachers and teaching assistants can grasp the main points, standardized experimental operation, which can also check the readiness of teaching to ensure teaching work go on smoothly. Young teachers should take three years to do the pre-experiment.

### **C. Preparation, Lectures, Questions, and Discussions**

It expands as follows: this experiment should represents a large class of methods in the total principle and its latest developments advantage of this test method, the disadvantage, scope, etc. (compared with other methods); specific to this experiment some details of the experiment Note: preparation, related methods, software, etc.; general method of data processing and methods are used in this experiment and precautions [2].

### **D. Experimental Operation and Key Technologies**

For compulsory experiments, they must be done when students have previewed the class and listened to instructors' teaching, observed the key demonstration. Based on this, students complete the experiments by themselves .In the course of the experiment, teachers continue to inspect and communicate with students. Emphasis on students' personalized guidance, inspire students to think about the problem. For those who can't complete the experiment, teachers can give special guidance, and appropriate arrangements for the training time; in teaching, for the key technologies in the experiment, teacher will explain the process in practical demonstration.

Expansionary experiment: the experiment will allow students to change data methods, or steps, combined with student curricular and extracurricular, arrange the order of the experiment. During the experiment, teacher in charge of answering, question, rectify and regulate the operation, guide students learn to deep thinking.

Design experiments: Under the guidance of teachers, students look up information, choice small issues or small experiments in tin the scope of knowledge or design courses. Students should full fill the whole process from preparation to write the summary. Students should make an appointment.

### **E. Test Reports and Test Commenting**

Students should hand in experiment report before the next experiment Emphasis on students' records, reports of scientific, while take rehearsal thinking, data analysis, and other elements of the discussions as one of the simple, standardized lab reports, and actively promote students to think ; guide students to use hands, and brains, learn vivid initiative, to further improve the quality of teaching. Before the next test, the teacher will explain last experiment report before the experiment.

### **F. Diversified Teaching Mode**

We update teaching methods and increase the application of modern teaching techniques. Till now, we have established and have been improving multimedia assisted teaching method of electronic courseware, network resources and other multimedia aided teaching methods. This course has set course web set on teaching internet we also hangs syllabus, experimental arrangement, related courseware, teaching cases, and basic operation of the video. Experiment and preview gradual adopt prep phased-face lectures and demonstrations, discussions with a combination of electronic courseware, focusing on face to face talks, demonstrations, discussions, guiding and multimedia assisted teaching methods combined with active diversification of experimental teaching methods.

For the guidance of teachers be full prepared for the experiment, to check if students preview experiments, note stresses that the key operation and demonstration, the students observe the experiment, student issues' guidance, teachers and students to discuss about the experiment, student examination results, the next experiment layout, marking lab reports.

For the students, they have to write test prep and prep report, listening and observing classroom, specific experimental operation, inspection and reporting of test results, complete test report writing and thinking.

In short, starting from the experimental teaching characteristics, we further strengthen discuss style, heuristic teaching. We pay attention to the four areas-preparation, Demonstrations and discussions, practice, laboratory report summarizes. This course guides students to think by the question for the design preview actively; promotes students to question by discussion though explaining; strengthens the inspection and communication though training guidance, emphasizes student's individualized guidance, inspires students to think about the problem; emphasizes on students' records, so as the reports of scientific while we design a simple, standardized lab reports which takes rehearsal thinking, data analysis, and other elements of the discussions as one [3]. In the meantime, we enhance students' thinking ability according to different type experiment while assists with multimedia teaching measure, uses PPT to demonstrate, upload course outline, course ware, basic operation.

On this basis, we further improve the application of modern teaching techniques, to improve and perfect the electronic course ware, enrich and improve the multimedia-aided teaching methods. Open a direct line of communication with the student, while further focusing heuristic, discussion and demonstration of standard operation, the exchange of multimedia assisted instruction and teaching methods combine to better carry out a wide range of experimental teaching, improve teaching quality.

## **Conclusion**

After three years of actual teaching, the course has changed the face of the original single advanced office training courses, we focus on scientific and practical experiments, allow students to change the test content and increase content of exploratory experiments. Besides this, we enrich another series of experiments of the enterprises. Combine the practical analysis with theoretical thus enhance experiments content's objectives and practical. Students feel the joy of creating and harvesting, learning initiative. Cultivate a good experimental style and attitude in rigorous scientific experiments experimental skills training, improve their ability to solve problems. This course left a deep impression on students.

## **References**

- [1] ZH. Liu, X. Li, In the teaching of situational teaching method in the Office software application, Computer CD Software and Application. 6 (2014) 242-244.
- [2] X. Li, ZH. Liu, Discussion on the Teaching Method in computer application Foundation Office software, Computer CD Software and Application. 6 (2014) 255-256.
- [3] H.Y. Wang, L. Liu, W. CH. Li, College computer basic course Practice Teaching Reform and Practice on computer, Software Guide. 13 (2014) 155-156.