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**教 学 手 册**

**课 程 名 称：**

**授课专业、班 级：**

**主 讲 教 师：**

**教师所在学院（部）：**

**二**O**二五** ——**二**O**二六学年第 一 学期**

教 学 进 度 表

**课程名称：**  **总学时数：**

**其中：理论课学时：**  **实验（实习）学时：**

**使用教材名称： 作者：**

**出版社及出版时间：**

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| **周次** | **学时** | **教 学 内 容** | **作 业** |
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| **周次** | **学时** | **教 学 内 容** | **作 业** |
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**教研室主任签字： 年 月 日**

**学院（部）负责人签字：**

注：上表的学时一般按2学时填写，个别可四节连排的术科课程可按4学时填写。

班 课程考核登记表

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| **姓**  **名**  **考核项目**  **及 成 绩**  **学 号** | | **过 程 考 核 项 目 及 成 绩 登 记** | | | | | | | | | | | | | | | | **过程**  **考核**  **成绩** | **期末**  **考试**  **成绩** | **期末**  **总评** | **备注** |
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**注：1.注明过程考核项目，各类成绩按100分制记载、计算，出勤登记在对应的栏中用“正”标示；2.过程考核成绩构成及比例（按教学大纲要求填写）：作业占比 %、实验占比 %、考勤占比 %、其他占比 %、；3.期末总评成绩构成及比例：过程考核成绩占比 %，期末考试成绩占比 %。**

班课程考核登记表

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