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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** |
|  | **考 勤** |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **迟早****到退** | **旷****课** | **出****勤****分** |
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