附件1

娄底潇湘职业学院

授课计划

课程名称：

专业名称：

执行年度：

执行学期：

审核：

课程教研室主任: 　　　　　日期：

**娄底潇湘职业学院教务处 制**

附件2

娄底潇湘职业学院

授课计划

专业名称：

执行年级：

执行年度：

执行学期：

审批：

分院教学副院长：　　　　　日期：

**娄底潇湘职业学院教务处 制**

附件3

娄底潇湘职业学院授课计划

学年第 学期

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| 课程名称 | |  | | | | | | | 教研室 | |  | | |
| 专业名称 | |  | | | | | | | 班级 |  | | | |
| 课程  学期  总课时 | 其中 | | | 开课  周数 | 周课时 | 学分 | 考核  方式 | 采用教材情况 | 教材名称 | |  | | |
| 理论 | | 实践 | 主编（著） | |  | | |
| 出版社名称 | |  | | |
|  |  | |  |  |  |  |  | 出版时间 | |  | | |
| 周次 | 星期 | | 节次 | 课时分配 | | 教学内容 | | | | | | 课后安排 | 备注 |
| 理论 | 实践 |
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| 小计 | | | |  |  | / | | | | | | | |

说明：

1.授课计划按课程分班级编制，其中“节次”按2个课时填写，“教学内容”理论填写至知识单元或项目任务、实践填写具体的实训项目名称，“课后安排”填写作业布置或答疑辅导计划。

2.任课教师在每学期开学一周以内根据课程标准和校历编制授课计划，一式三份，经专业教研室主任审阅同意后，一份自存，一份交课程教研室（按专业装订成册），一份交授课班级所在分院（按专业装订成册），

3.分院将装订成册的授课计划复印一份交教务处教务科备案。

专业教研室主任: 课程教研室主任： 任课教师：