附件1

**北京市中等职业学校**

**新设专业（技能方向)备案表**

学 校 名 称 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

专 业 名 称 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

主 管 校 长 签 字 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

申 请 日 期 **\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

北 京 市 教 育 委 员 会

（2016年修订）

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| 学校名称 |  | | | | | | |
| 专业类别 |  | | | 类别代码 | |  | |
| 专业名称 |  | | | 专业代码 | |  | |
| 专业（技能）方向 |  | | | | | | |
| 招生对象 |  | | | | | | |
| 学习形式 | 全日制/非全日制 | | | | | | |
| 学制（年） |  | | | | | | |
| 本校现开设相近专业（有在校生） | 专业名称 | | | 在校生数 | | | |
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| 专业课教师人数 | 合计（人） | | 专任教师（人） | | 兼职教师（人） | | |
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| 联系人 | 部 门 | 职 务 | 电 话 | | 电子邮件 | | |
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| 通信地址 |  | | | | 邮政编码 | | |
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| 1. 开设本专业（技能方向）的必要性和可行性   (人才需求预测分析、相关中职专业教育培训情况、学校自身办学条件、专业优势分析） | | | | | | |
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| 二、培养目标、就业（职业）岗位群和拟取得证书 | | | | | | | | |
| 培养目标： | | | | | | | | |
| 就业（职业）岗位群： | | | | | | | | |
| 职业资格证书（含发证部门）： | | | | | | | | |
| 三、职业能力及要求  （包括知识、能力、职业素养） | | | | | | | | |
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| 四、课程设置与基本要求  （课程类别、课程名称、学时数、基本要求） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 五、实习实训教学安排  （分专项实训、综合实训、顶岗实习三类列明名称、内容、场地、学时数） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 六、教学时间分配（周） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 时 分  类  间  学期 | | | | 理 论 教 学 | | | 实 践 教 学 | | 入 学 教 育 | | | | 军 训 | | | 社 会 实 践 | | | 顶 岗 实 习 | | | | 毕 业 教 育 | | 其 它 | | | | | 考 试 | | | | | 假 期 | | 总 计 | | | |
| 第一学期 | | | |  | | |  | |  | | | |  | | |  | | |  | | | |  | |  | | | | |  | | | | |  | |  | | | |
| 第二学期 | | | |  | | |  | |  | | | |  | | |  | | |  | | | |  | |  | | | | |  | | | | |  | |  | | | |
| 第三学期 | | | |  | | |  | |  | | | |  | | |  | | |  | | | |  | |  | | | | |  | | | | |  | |  | | | |
| 第四学期 | | | |  | | |  | |  | | | |  | | |  | | |  | | | |  | |  | | | | |  | | | | |  | |  | | | |
| 第五学期 | | | |  | | |  | |  | | | |  | | |  | | |  | | | |  | |  | | | | |  | | | | |  | |  | | | |
| 第六学期 | | | |  | | |  | |  | | | |  | | |  | | |  | | | |  | |  | | | | |  | | | | |  | |  | | | |
| 第七学期 | | | |  | | |  | |  | | | |  | | |  | | |  | | | |  | |  | | | | |  | | | | |  | |  | | | |
| 第八学期 | | | |  | | |  | |  | | | |  | | |  | | |  | | | |  | |  | | | | |  | | | | |  | |  | | | |
| 七、教学计划进程表 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 课程类别 | 课程序号 | | 课程名称 | | | | | | | 学 时 | | | | | | | | | | 考 核 方 式 | | | | 学年学期安排课程时数 | | | | | | | | | | | | | | | | | | | |
| 第一 学年 | | | | 第二学年 | | | | | | 第三学年 | | | | 第四学年 | | | | | |
| 总  计 | | | | 理论教学 | 实践教学 | | | 学  分 | | 考  试 | | 考  查 | | 1 | | 2 | | 3 | | | | 4 | | 5 | | 6 | | 7 | | 8 | | | |
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| 八、本专业教师情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 教师姓名 | | | 所任课程 | | | | | 学历 | | | 年龄 | | | | 职称 | | | | | 具有何种职业资格证书 | | | | | | | 所学 专业 | | | | | | 专（兼）职 | | | | | | 备注 | | | |
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| 九、开设本专业（技能方向）选用教材情况 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 课程名称 | | | | | | 教材名称 | | | | | | | | | | | 出版单位 | | | | | | | | | | | | 是否本校编著 | | | | | | | | | | | | | |
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| 十、专业设置基础设施条件  （经费，实验、实习设施和仪器设备，实训、实习基地，专业图书资料等） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 十一、校企合作情况  （合作企业名称、合作开始时间、有无合作协议、合作形式、内容或意向） | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 十二、专家论证意见  （应包含行业专家、用人单位有关人员、课程专家，不少于５人，  且具备相关专业高级职称) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 专家签名 | | | | | 职 称 | | | | | | | 单 位 | | | | | | | | | 联系电话 | | | | | | | | | | 特长专业 | | | | | | | | | | |
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| 十三、审核意见 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 学校意见 | | （盖 章）  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 学校主管部门意见 | | （盖 章）  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 市教育行政部门意见 | | （盖 章）  年 月 日 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

注：1．此表由学校按项目填写，学校及学校主管部门签署意见、加盖公章。市教育行政部门备案。2．本表中项目如填写不下，可加附页。