

现代文秘专业人才培养方案

590401

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表 1 职业面向表

| 所属专业大类 (代码) | 所属专业类 (代码) | 对应行业 (代码) | 主要职业类别 (代码) | 主要岗位类别 (或技术领域) | 职业技能等级证书 举例 |
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表 2 岗位能力要求及对接的课程分解图表

| 序号 | 岗位能力 | 能力要求及必须具备的知识 | 开设课程 | 实践环节 |
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表 3 教学活动周数分配表

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| | 1 | 3 | 14 | 2 | | 1 | 20 | 40 |
| | 2 | | 18 | 2 | | | 20 | |
| | 3 | | 18 | 2 | | | 20 | 40 |

表 5 教学进程安排表

| | | | | | | | 16 | 18 | 18 | 18 | 18 | 20 | |
|----|-----------|---|---|----|----|----|----|----|----|----|----|----|--|
| | | | | | | | / | | | | | | |
| 1 | 99000502B | 1 | 4 | 36 | 32 | 4 | | | 2 | | | | |
| 2 | 99000512B | 2 | | 36 | 32 | 4 | | | | 2 | | | |
| 3 | 99000522B | 1 | 3 | 24 | 20 | 4 | 1 | | | | | | |
| 4 | 99000532B | 2 | | 30 | 26 | 4 | | 2 | | | | | |
| 5 | 99000032A | 1 | 1 | 8 | 8 | | 8 | | | | | | |
| 6 | 99000612A | 2 | | 8 | 8 | | | 8 | | | | | |
| 7 | 99000622C | 3 | | 8 | | 8 | | | 8 | | | | |
| 8 | 99000062A | 4 | | 8 | 8 | | | | | 8 | | | |
| 9 | 99000072A | 5 | | 8 | 8 | | | | | | 8 | | |
| 10 | 99000082B | 1 | 3 | 56 | 30 | 26 | 3 | | | | | | |
| 11 | 99000092B | 2 | 4 | 72 | 46 | 26 | | 4 | | | | | |
| 12 | 99000122B | 1 | 2 | 36 | 4 | 32 | 2 | | | | | | |
| 13 | 99000132B | 2 | 2 | 36 | 4 | 32 | | 2 | | | | | |
| 14 | 99000142B | 3 | 2 | 36 | 4 | 32 | | | 2 | | | | |
| 15 | 99000542B | | 3 | 48 | 24 | 24 | 3 | | | | | | |
| 16 | 99000592B | | 2 | 32 | 4 | 28 | | 2 | | | | | |
| 17 | 99000602B | | 1 | 16 | 16 | 0 | 1 | | | | | | |
| 18 | 99000582B | | 2 | 32 | 16 | 16 | | | | 2 | | | |
| 19 | 99000172B | 1 | 2 | 12 | 6 | 6 | 12 | | | | | | |
| 20 | 99000182B | 2 | | 12 | 6 | 6 | | | 12 | | | | |
| 21 | 99000192B | 3 | | 12 | 6 | 6 | | | | 12 | | | |
| 22 | 99000572B | | 2 | 32 | 28 | 4 | | 2 | | | | | |
| 23 | 99000632B | 1 | 2 | 12 | 6 | 6 | 12 | | | | | | |
| 24 | 99000642B | 2 | | 15 | 8 | 7 | | 15 | | | | | |
| 25 | 99000652B | 3 | | 5 | 3 | 2 | | | 5 | | | | |
| 26 | 99000212C | | 2 | 56 | 0 | 56 | 2 | | | | | | |
| 27 | 99000202A | | 1 | 12 | 12 | 0 | 12 | | | | | | |

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| | | | 38 | 698 | 365 | 333 | 10 | 12 | 4 | 4 | | | | |
| | 1 | 99000283A | 1 | 20 | 20 | 0 | | 20 | | | | | | |
| | 2 | | 1 | 18 | 9 | 9 | | | | | 1 | | | |
| | | 2-5 | 2 | 38 | 29 | 9 | | | | | 1 | | | |
| | | | 40 | 736 | 394 | 342 | 10 | 12 | 4 | 4 | 1 | | | |
| 1 | 1 | 06030200B | 4 | 64 | 52 | 12 | 4 | | | | | | | |
| | 2 | 06030300B | 4 | 64 | 44 | 20 | 4 | | | | | | | |
| | 3 | 06030400B | 4 | 72 | 50 | 22 | | 4 | | | | | | |
| | 4 | 06033500B | 3 | 54 | 36 | 18 | | 3 | | | | | | |
| | 5 | 06031000B | 4 | 72 | 36 | 36 | | | 4 | | | | | |
| | | | 19 | 326 | 218 | 108 | 8 | 7 | 4 | | | | | |
| | | | 19 | 326 | 218 | 108 | 8 | 7 | 4 | | | | | |
| | 1 | 06030100B | 4 | 64 | 32 | 32 | 4 | | | | | | | |
| | 2 | 06033600B | 4 | 72 | 48 | 24 | | | | | 4 | | | |
| | 3 | 06030700B | 4 | 72 | 48 | 24 | | | | | | 4 | | |
| | 4 | 06030800B | 4 | 72 | 40 | 32 | | | 4 | | | | | |
| | 5 | 06030900B | 4 | 72 | 36 | 36 | | | 4 | | | | | |
| | 6 | 06031100B | 3 | 54 | 36 | 18 | | | 3 | | | | | |
| | 7 | 06031400B | 4 | 72 | 38 | 34 | | 4 | | | | | | |
| | 8 | 06031700B | 3 | 54 | 36 | 18 | | 3 | | | | | | |
| | 9 | 06031200B | 4 | 72 | 48 | 24 | | | | | | 4 | | |
| | 10 | 06031500B | 3 | 57 | 36 | 21 | | | | | 3 | | | |
| | | | 37 | 661 | 398 | 263 | 4 | 7 | 11 | 7 | 8 | 0 | | |
| | | | 37 | 661 | 398 | 263 | 4 | 7 | 11 | 7 | 8 | 0 | | |
| | 2 | 1 | 06033701B | 3 | 54 | 27 | 27 | | | | | 3 | | 1+X |
| 06033801B | | | | | | | | | | | | | | |
| 2 | | 06033901B | 4 | 72 | 52 | 20 | | | | | 4 | | | |
| | | 06034001B | | | | | | | | | | | | |
| 3 | | 06031801B | 3 | 54 | 16 | 38 | | | | | 3 | | | |
| | | 06031901B | | | | | | | | | | | | |
| 4 | | 06034101B | 3 | 54 | 27 | 27 | | | | | | 3 | | |
| | | 06032101B | | | | | | | | | | | | |
| 5 | | 06032201B | 3 | 54 | 27 | 27 | | | | 3 | | | | |
| | | 06032301B | | | | | | | | | | | | |
| | | | 06032401B | 2 | 36 | 18 | 18 | | | | | 2 | | |
| | | | 06034201B | | | | | | | | | | | |
| | | 06034301B | | | | | | | | | | | | |
| | | 06034401B | | | | | | | | | | | | |
| | | | 40 | | | | | | | | | | | |
| | | 1.3 | | | | | | | | | | | | |

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| | | | 18 | | | | | | | | | | |
| | | | 18 | 324 | 167 | 157 | 0 | 0 | 3 | 7 | 8 | | |
| | 1 | 99000252C | 2 | | | | 2 | | | | | | |
| | 2 | 06032800B | 2 | 36 | 0 | 36 | | | 2 | | | | |
| | 3 | 06032900B | 2 | 37 | 0 | 37 | | | 2 | | | | |
| | 4 | 06033000B | 2 | 36 | 18 | 18 | | | | 2 | | | 1+X |
| | 5 | 06033100B | 2 | 36 | 22 | 14 | | | | 2 | | | |
| | 6 | 06033500C | 2 | 36 | 18 | 18 | | | | | 2 | | 1+X |
| | 6 | 06033600C | 2 | 36 | 0 | 36 | | | | | 2 | | |
| | 7 | 06033400C | 12 | 336 | 0 | 336 | | | | | | 20 | |
| | | | 26 | 553 | 58 | 495 | | | 4 | 4 | 4 | | |
| | | | 26 | 553 | 58 | 495 | | | 4 | 4 | 4 | | |
| | | | 100 | 1864 | 841 | 1023 | 12 | 11 | 22 | 18 | 20 | | |
| | | | 140 | 2600 | 1235 | 1365 | 22 | 26 | 26 | 22 | 21 | | |
| | | | 140 | | | | | | | | | | |

- 注：1、每学期考试科目均用“▲”标注，没标注的为该学期考查科目；
- 2、须在实习实训过程中强化劳动教育，同时每周适时组织开展劳动教育，弘扬劳动精神、劳模精神，教育引导崇尚劳动，尊重劳动。
- 3、《健康教育》安排在新生入学教育期间以专题形式开展，不占用总学时。
- 4、《秘书综合技能实训》包含 12 课时劳动精神、劳模精神和工匠精神的专题教育，《顶岗实习》包含 4 课时劳动专题教育。
5. 顶岗实习为 6 个月，计 12 学分，336 学时。

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(二) 汕头职业技术学院专业教学计划变更申请表

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