

# 秘书学专业人才培养方案

## 一、专业名称

Secretary Science Majors

050107T

## 二、培养目标

## 三、基本规格

#### 四、学制与修业年限

#### 五、授予学位

#### 六、专业核心课程

#### 七、全学程时间分配

	203	20
	43	
	14	
	1.5	
	0.5	
	17	
	6	

## 八、全学程时间分配

		32.5	146
		83.5	
		22	
		8	
		1	38.5
		2	
		0.5	
		0.5	
		2	
		1	
		3	
		1	
		9	
		2	
		2	
	0.5	4.5	
1.0		10	
			<b>184.5</b>

## 九、课程设置与教学进程一览表

	CB091001		3.0	48	48	0	48							
	CB091002		2.0	32	32	0	32							
	CB092017		2.0	32	32	0		32						
	CB091015		3.0	48	48	0				48				
	CB101001		2.5	40	40	0	40							
	CB102023		3.0	48	48	0		48						
	CB103026		3.0	48	48	0			48					
	CB104029		3.5	56	56	0				56				
	CB081001		1.5	24	24	0	24							
	CB081002		1.5	24	0	24	24							
	CB971001		1.0	28	28	0	28							
	CB972002		1.0	36	36	0		36						
	CB892003		1.5	24	24	0		24						
	CB891001		1.0	16	16	0		16						
	CB886001		1.0	16	16	0						16		
	CB902003		1.0	16	16	0		16						
	CB901001		0.5	8	8	0			8					
	CB906002		0.5	8	8	0						8		
			<b>32.5</b>	<b>552</b>	<b>528</b>	<b>24</b>	<b>196</b>	<b>172</b>	<b>56</b>	<b>104</b>	<b>0</b>	<b>24</b>	<b>0</b>	

CB091009		3.0	48	48	0	48								
CB092024		2.5	40	40	0			40						
CB092025		0.5	8	0	8			8						

	CB094078		1.5	24	24	0				24				
	CB094079		1.0	16	0	16				16				
	CB095100		1.5	24	24	0						24		
	CB095300		1.0	16	0	16						16		
	CB096128		2.0	32	32	0					32			
	CB096129		0.5	8	0	8					8			
	CB097155		1.5	24	24	0				24				
	CB097156		1.0	16	0	16				16				
	CB094080		2.5	40	36	4			40					
	CB094063		3.0	48	42	6			48					
	CB095101		2.5	40	36	4				40				
	CB095102		2.5	40	40	0				40				
	CB095103		1.0	16	16	0				16				
	CB095104		1.0	16	0	16				16				
	CB096130		2.5	40	40	0					40			
	CB096131		1.0	16	0	16					16			
	CB096132		2.0	32	32	0					32			
	CB097153		2.5	40	40	0						40		
	CB097154		0.5	8	0	8						8		
			<b>33.5</b>	<b>536</b>	<b>422</b>	<b>114</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>88</b>	<b>192</b>	<b>128</b>	<b>80</b>	
			<b>116</b>	<b>1888</b>	<b>1644</b>	<b>244</b>	<b>356</b>	<b>316</b>	<b>288</b>	<b>304</b>	<b>256</b>	<b>232</b>	<b>136</b>	
			22	352					32	32	96	64	128	
	( )		8	128					24	24	32	48	0	
			<b>146</b>	<b>2368</b>			<b>356</b>	<b>316</b>	<b>344</b>	<b>360</b>	<b>384</b>	<b>344</b>	<b>264</b>	

		29				3	1	2	2	2	1	1	18	
						<b>25.4</b>	<b>19.8</b>	<b>22.9</b>	<b>24</b>	<b>25.6</b>	<b>21.5</b>	<b>16.5</b>		

		CX093187	2.0	32	32	0	3	1.	352	22				
		CX094200	2.0	32	32	0	4							
		CX095212	2.0	32	32	0	5							
		CX096239	2.0	32	32	0	6							
		CX095211	2.0	32	32	0	7							
		CX074406	2.5	40	40	0	3	2.	128	8				
		CX104171	2.0	32	32	0	4							
		CX095221	2.0	32	32	0	5							
		CX096247	2.0	32	32	0	6							
		CX074403	1.5	24	24	0								
		CX075417	0.5	8	0	8								
		CX147312	2.0	32	28	4	7							
		CX097279	2.0	32	32	0								
		CX093188	2.0	32	32	0	3	3.	3	32	2.0	4	32	2.0
		CX144241	2.0	32	32	0								
		CX094201	2.0	32	32	0	4							
		CX094202	2.0	32	32	0								
		CX094203	2.0	32	32	0								
CX095222							5	96	6.0					
							6	64	4.0					

	CX096248	2.0	32	16	16				
	CX096249	2.0	32	16	16	6	128	8.0	
	CX096250	2.0	32	32	0				
	CX096251	2.0	32	32	0				
	CX097274	2.0	32		16				

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	CB931001		0.5	1	1	
	CB931002		0.5	2	1	
	CB931003		0.5	3	1	
	CB931004		0.5	4	1	
	CB973003		1.0	3	36	
	CB974005		1.0	4	36	
	CB971002		0.5	1	4	
	CB973004			3	4	
	CB921001		1.0	1	1-2	
	CB928002		0.5	8	1	
	CB944001		1.0		1	
	CB091016		1.0	4	1	
	CB097003		3.0		3	
	CB886002		1.0	6	1	
	CB891002		1.0	2	1	
	CB892004		0.5	2	0.5	
	CB902006		1.0	2	1	
	CB901004		0.5	3	0.5	
	CB906005		0.5	6	0.5	
	CB097166		2.0	3-7	2	
	CB097167		2.0	5-7	2	
	CB093051		1.0	2		
	CB092299		1.0	3		
	CB093052		1.0	3	1	

	CB094069		1.0	4	1	
	CB095105		1.0	5	1	
	CB096133		1.0	6	1	
	CB097152		1.0	7	1	
	CB098172		10.0	8	17	
			<b>38.5</b>		<b>33+ 9.5 + 80 +</b>	