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| 二级学院 | | | |
| 专业名称(含专业方向) | | | |
| 制定方案负责人 | | 日期 | |
| 二级学院负责人(审校) | | 日期 | |
| 教务处教学干事 | | 日期 | |
| 教务处长 | | 日期 | |
| 教学副院长 | | 日期 | |

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| 1 | | | | | | | | | | | | | | | | | | |
| 2 | 专业名称：财务管理 | | | | | | | 培养目标：高素质技术技能型人才 | | | | | | | | | | |
| 3 | 学 制：三年 | | | | | | | 招生对象：高中毕业生及同等学历者 | | | | | | | | | | |
| 5 | 表一 教学活动时间分配表 | | | | | | | | | | | | | | | | | |

| 项 | 毕 | 毕 | 机 | 复 | 总 | 考 | 考 | 考 | 考 | 考 | 考 | 考 | 考 | 考 | 考 | 考 | 考 | 考 | 考 |
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| 岗 | 业 | 业 | 动 | 习 | 周 | 周 | 周 | 周 | 周 | 周 | 周 | 周 | 周 | 周 | 周 | 周 | 周 | 周 | 周 |
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| 8 | 16 | 2 | 1 | 1 | | | | | | | | | | | | | | | 1 |
| 9 | 17 | | | 1 | | | | | | | | | | | | | | | 2 |
| 10 | 15 | | | 2 | | | | | | | | | | | | | | | 3 |
| 11 | 16 | | | 2 | | | | | | | | | | | | | | | 4 |
| 12 | 6 | | 1 | | 7 | | | | | | | | | | | | | | 5 |
| 13 | 0 | | | | | | 1 | 10 | 6 | | | | | | | | | | 6 |
| 14 | 70 | 2 | 2 | 6 | 7 | | 1 | 0 | 10 | 6 | 3 | 5 | 112 | 33 | 145 | | | | 合 计 |
| 15 | 注： | | | | | | | | | | | | | | | | | | |
| 16 | 第五学期 | | | | | | | | | | | | | | | | | | |
| 17 | 毕业设计 | | | | | | | | | | | | | | | | | | |
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|----|--------------------------|------|---------|-----------------|------|------|----|-----------------|------|------|-----|-----|-----|------|----|----|---|-------|
| 1 | 表二 职业素养及拓展模块教学进程表 | | | | | | | | | | | | | | | | | |
| 2 | 课程类别 | 课程编号 | 课程名称 | 课程代码 | 课程学分 | 课程学时 | | 年级/学期/理论课周数/周课时 | | | | | | 考核方式 | | 备注 | | |
| 3 | | | | | | 总学时 | 其中 | 一学年 | | 二学年 | | 三学年 | | 考试 | 考查 | | | |
| 4 | | | | | | | | 理论学时 | 实验学时 | 1 | 2 | 3 | 4 | | | | 5 | 6 |
| 5 | | | | | | | | | | 16 | 17 | 15 | 16 | | | | 6 | |
| 7 | | 1 | 入学教育与军训 | 0801001 | 2 | 56 | | 56 | 2周 | | | | | | | | | 15天 |
| 8 | | 2 | 思政基础 | 0601025 | 3 | 48 | 48 | | | 4*12 | | | | | | | | 2 |
| 9 | | 3 | 思政概论 | 0601024 | 3 | 48 | 48 | | | 4*12 | | | | | | 1 | | |
| 10 | | 4 | 形势与政策 | 0601028 | 1 | 16 | 16 | | | 4*2 | 4*2 | | | | | | | 2 |
| 11 | | 5 | 思政实践 | 0601065-0601066 | 1 | 16 | | 16 | | | | | | | | | | 2 ① |
| 12 | | 6 | 大学体育 | 0603001-0603004 | 8 | 144 | 20 | 124 | 2 | 2 | 2 | 2 | | | | | | 1.4 ② |
| 13 | | 7 | 职业素养课程 | | | | | | | | | | | | | | | |
| 14 | | 8 | 大学语文 | 0201037 | 3 | 48 | 48 | | | | | | | | | | | 3 |
| 15 | | 9 | 应用文写作 | 0201039 | 1 | 16 | 16 | | | | | | | 1 | | | | 4 |
| 16 | | 10 | 经济数学 | 0602001 | 4 | 64 | 64 | | | 4 | | | | | | | | 1 |
| 17 | | 11 | | 0401001 | 3 | 40 | 20 | 20 | 4*10 | | | | | | | | | |
| 18 | | 12 | | 0601039 | 2 | 32 | 32 | | | | | | | | | | | |
| 19 | | 13 | 就业指导：一 | 0601030 | 1 | 16 | 16 | | | | | | | | | | | 1 |
| 20 | | 14 | 就业指导：二 | 0601030 | 1 | 16 | 16 | | | | | | | | | | | |
| 21 | | 15 | 职业生涯规划 | 0801080 | 2 | 32 | 32 | | | | | | | | | | | |
| 22 | | 16 | 安全教育 | 0801080 | 1 | 16 | 8 | 8 | | | | | | | | | | |
| 23 | | 17 | 湖湘文化 | 0201232 | 0.5 | 8 | 8 | | | | | | | | | | | |
| 24 | | 小计 | | | | | | | | 44.5 | 744 | 488 | 256 | 19 | | | | |
| 25 | | ⑥ | 1 | 网络通识课程 | | | | | | | | | | | | | | |
| 26 | | ⑦ | 2 | 校内公共选修课程 | | | | | | | | | | | | | | |
| 27 | | 小计 | | | | | | | | 8 | 128 | 128 | | | | | | |
| 28 | | 小计 | | | | | | | | 52.5 | 872 | 616 | 284 | 19 | | | | |
| 29 | | 小计 | | | | | | | | 52.5 | 872 | 616 | 284 | 19 | | | | |

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附表1

附表2

附表3

附表4

附表5

填表说明

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | | |
|----|--------------------------|------|-----------|---------|-------|------|------|---------------------|-----|---|-----|----|-----|------|----|----|----|---|---|
| 1 | 表三 专业基础及技能模块教学进程表 | | | | | | | | | | | | | | | | | | |
| 2 | 课程类别 | 课程编号 | 课程名称 | 课程代码 | 课程学分 | 课程学时 | | 年级/学期/理论课周数/周课时/实训周 | | | | | | 考核方式 | | 备注 | | | |
| 3 | | | | | | 总学时 | 其中 | | 一学年 | | 二学年 | | 三学年 | | 考试 | | 考查 | | |
| 4 | | | | | | | 理论学时 | 实验实训学时 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | |
| 5 | 16 | 17 | 15 | 16 | 6 | | | | | | | | | | | | | | |
| 7 | 专业基础课程 | 1 | 基础会计 | 0101002 | 5 | 76 | 60 | 16 | 5 | | | | | | | 1 | | | |
| 8 | | 2 | 经济学基础 | 0103030 | 3 | 48 | 44 | 4 | 3 | | | | | | | | 1 | | |
| 9 | | 3 | 会计电算化 | 0101096 | 4 | 64 | 32 | 32 | | 4 | | | | | | | 2 | | |
| 10 | | 4 | 统计学基础 | 0101009 | 3 | 48 | 40 | 8 | | | 4 | | | | | | 3 | | |
| 11 | | 5 | 财务管理 | 0101007 | 4 | 60 | 50 | 10 | | | 4 | | | | | | 3 | | |
| 12 | | 6 | 经济法基础 | 0301005 | 3 | 44 | 36 | 8 | | | 3 | | | | | | 3 | | |
| 13 | | 7 | 成本会计 | 0101005 | 4 | 60 | 50 | 10 | | | | 4 | | | | | 4 | | |
| 14 | | 8 | 纳税实务 | 0303012 | 4 | 60 | 44 | 16 | | | | 4 | | | | | 4 | | |
| 15 | 专业技能课程 | 9 | 企业经营管理认知 | | 1 | 14 | 7 | 7 | 1周 | | | | | | | | 1 | ① | |
| 16 | | 10 | 财务会计 | 0101044 | 4 | 60 | 50 | 10 | | 4 | | | | | | | 2 | | |
| 17 | | 11 | 公司战略与风险管理 | 0101067 | 4 | 60 | 54 | 6 | | | 4 | | | | | | 3 | | |
| 18 | | 12 | 财经法规与职业道德 | 0101052 | 2 | 32 | 28 | 4 | | | | 2 | | | | | | 4 | |
| 19 | | 13 | 计算机财务管理 | 0303001 | 4 | 60 | 30 | 30 | | | | | 10 | | | | 5 | | |
| 20 | | 14 | 模拟企业经营 | | 2 | 28 | 14 | 14 | | | | | | 1周 | | | | 5 | ② |
| 21 | 小计 | | | | 47 | 714 | 539 | 175 | 8 | 8 | 15 | 10 | 10 | 0 | | | | | |
| 22 | 实践(训)环节 | 1 | 基础会计实训 | 0101020 | 1 | 28 | | 28 | 1 | | | | | | | | 1 | | |
| 23 | | 2 | 会计电算化实训 | 0101024 | 1 | 28 | | 28 | | 1 | | | | | | | 2 | | |
| 24 | | 3 | 成本会计实训 | 101023 | 1 | 28 | | 28 | | | 1 | | | | | | 3 | | |
| 25 | | 4 | 纳税实务实训 | 303011 | 1 | 28 | | 28 | | | 1 | | | | | | 3 | | |
| 26 | | 5 | 财务会计实训 | 0101021 | 1 | 28 | | 28 | | | | 1 | | | | | 4 | | |
| 27 | | 6 | 财务管理综合实训 | 303017 | 7 | 196 | | 196 | | | | | 7 | | | | 5 | | |
| 28 | | 7 | 毕业教育 | 0801002 | 1 | 28 | | 28 | | | | | | | 1 | | 6 | | |
| 29 | | 8 | 毕业实习 | 0801003 | 10 | 280 | | 280 | | | | | | | 10 | | 6 | | |
| 30 | | 9 | 毕业设计 | 0102073 | 6 | 168 | | 168 | | | | | | | 6 | | 6 | | |
| 31 | 小计 | | | | 29 | 812 | 0 | 812 | 1 | 1 | 2 | 1 | 7 | 17 | | | | | |
| 32 | 合计 | | | | ##### | 1526 | 539 | 987 | | | | | | | | | | | |
| 33 | 备注 | | | | | | | | | | | | | | | | | | |
| 34 | ① 该课程采用模块集中教学形式，停课1周进行。 | | | | | | | | | | | | | | | | | | |
| 35 | ② 该课程采用模块集中教学形式，停课1周进行。 | | | | | | | | | | | | | | | | | | |
| 36 | | | | | | | | | | | | | | | | | | | |
| 37 | | | | | | | | | | | | | | | | | | | |

附表1

附表2

附表3

附表4

附表5

填表说明



| | | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | |
|---|-----------|--------------|----|------|------|------|------|------|------|------|------|-----|-----|---------|-----|------|------|-----|
| | | 表五 周课时及学时统计表 | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 一年级 | | 二年级 | | | | 三年级 | | | | 教学学时(节) | | | | |
| | | | | 第一学期 | 第二学期 | 第三学期 | 第四学期 | 第五学期 | 第六学期 | 理论学时 | 实训学时 | 合计 | | | | | | |
| | | 节(周)数 | | 周课时 | 实训周 | 周课时 | 实训周 | 周课时 | 实训周 | 周课时 | 实训周 | 周课时 | 实训周 | 周课时 | 实训周 | 理论学时 | 实训学时 | 合计 |
| | 职业素养模块 | 19 | 2 | 12 | 0 | 9 | 0 | 7 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 616 | 256 | 872 |
| | 专业基础与技能模块 | 8 | 1 | 8 | 1 | 15 | 2 | 10 | 1 | 10 | 7 | 0 | 17 | 13 | 13 | 1320 | 1320 | 616 |
| | 专业能力拓展模块 | 0 | 0 | 6 | 0 | 0 | 0 | 6 | 1 | 14 | 0 | 0 | 0 | 2 | 12 | 80 | 232 | 7 |
| | 21 | 2 | 26 | 7 | 0 | 17 | 1321 | 1698 | | | | 27 | 3 | 26 | | 10 | 11 | |
| | | | | | | | | | | | | | | | | | | 14 |
| | | | | | | | | | | | | | | | | | | 15 |
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| A | B | C | D | E | F | G | H | T |
|-----|-----|--|-----|-----|------|---|---|---|
| | 1 | 填表说明 | | | | | | |
| | 2 | (1) 表一(教学进程时间分配表)：要求各专业在第5学期安排2-4周 | | | | | | |
| | 3 | 专业综合实训课程(即公共必修课程)的开设学期按专业教学计划 | | | | | | |
| | 4 | 的,在“毕业实习”栏填写。 | | | | | | |
| | 5 | (2) 表二：部分文科专业不开设数学课的,一 | | | | | | |
| | 6 | 表的开设学期按专业培养原则性意见规定填 | | | | | | |
| | 7 | 个学期由各专业确定,将学分数填写在相应学 | | | | | | |
| | 8 | (3) 表三：整周实训的课程填写在“实践(实 | | | | | | |
| | 9 | 训)环节”栏;“职业素养拓展课程”为选修 | | | | | | |
| | 10 | (4) 表四：根据教学计划课程性质“实践(实 | | | | | | |
| | 11 | 训)课程”填写在“实践(实训)”栏;“职业素养 | | | | | | |
| | 12 | 拓展”栏;“学时合计”栏写,实训课程按2学时折合学时;毕业教育=毕业实习, | | | | | | |
| | 13 | 设计课时其它实训课程。 | | | | | | |
| | 14 | 教学进程表中应按照课程的开课学期确定顺序和课程编号;即开课在前面的课程排列 | | | | | | |
| | 15 | 前面,开课在后的课程排列在后;表二(职业素养及拓展进程表)按模板中顺序排列。 | | | | | | |
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| 附表1 | 附表2 | 附表3 | 附表4 | 附表5 | 填表说明 | | | |