**广东职业技术学院**

**《Excel》**

**课程标准**

**课程编号：**

**课程学时、学分： 、**

**开课时段：第 学期**

**授课对象：大学 年级学生**

**适用专业：**

**所属专业大类：**

**合作企业：**

教务处制

目 录

一、课程性质与任务 ························································· ·············· ····

（一）课程性质 ·························································································

（二）课程任务 ········································································· ··········· ···

二、课程目标与要求 ················································· ··············

（一）课程目标 ················································································ ···

（二）课程要求 ·························································································

三、课程结构和内容 ················································································

（一）课程结构 ·························································································

（二）课程内容 ·························································································

四、课程实施与保障 ············································································ ·

（一）教学实施 ·························································································

（二）教学基本条件 ························································································

（三）课程评价 ············································································· ···········

五、授课进程与安排 ·································································· ······ ···········

**《\*\*\*\*\*\*\*\*\*\*》课程标准**

本标准依据国家三年制高职？？？？专业标准和2022年修订的？？？？**技术专业人才**培养方案中的人才培养要求而制定，用于指导《\*\*\*\*\*\*\*\*\*》课程教学与建设。

**一、课程性质和任务**（雅黑，四号字）

**(一）课程性质 （雅黑，小四字）**

必修课程、专业基础课程（专业核心课），理实一体化课程（正文宋体，小四字，1.5倍行距）

**（二）课程任务**

该课程是一门\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*等打下坚实的技术基础。

**二、课程目标与要求**

**（一）课程教学目标**

根据2021年修订的\*\*\*\*专业人才培养中课程目标的要求，遵循学生认知规律和职业成长规律，编制本课程教学目标。

**♦ 素质目标 （含课程思政目标）**

**♦ 知识目标**

**♦ 能力目标**

**（二）课程要求**

人才培养方案要求本课程目标支撑专业人才培养规格，与其它课程的关系是能力关联、连续和支撑的关系。

|  |  |  |
| --- | --- | --- |
| **序 号** | **前期课程名称** | **为本课程支撑的主要能力** |
| **1** |  |  |
| **2** |  |  |
| **....** |  |  |

|  |  |  |
| --- | --- | --- |
| **序 号** | **同期课程名称** | **为本课程支撑的主要能力** |
| **1** |  |  |
| **2** |  |  |
| **....** |  |  |

|  |  |  |
| --- | --- | --- |
| **序 号** | **后期课程名称** | **本课程为其它课程支撑的主要能力** |
| **1** |  |  |
| **2** |  |  |
|  |  |  |
| **....** |  |  |

**三、课程结构与内容**

人才培养方案要求本课程将立德树人的任务落实到课程教学内容中。。。

**（一）课程结构**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **序号** | **学习情境** **（或项目）名称** | **学习单元（任务）** | **授课学时** | **备注（技能点，1+X证书等）** |
|  |  |  |  |  |
|  |  | X技能 |
|  |  |  |
|  |  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**（二）课程内容**

学习情境1（或项目一）\*\*\*\*\*\*\*\*

【内容要求】

学习单元1：\*\*\*\*\*\*\*\*\*\*\* \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

学习单元2：

学习情境2（或项目二）\*\*\*\*\*\*\*\*

【内容要求】

**学习单元1：\*\*\*\*\*\*\*\*\* \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**学习单元2：**

**四、****课程实施与保障**

**（一）教学实施**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **序号** | **学习情境/或项目** | **学习单元** | **教学方法建议** | **教学环境** | **思政要点（备注）** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |

**（二）教学基本条件**

1、教学团队的基本要求

（1）教师团队规模

（2）教师专业背景

（3）教师能力

2、教学资源基本要求

为满足课程教学质量要求，应有丰富的教学资源，包括：\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*等。

（1）教材资源

选用最新国家规划教材，配备校企合作开发的实训指导书，辅助教学。

（2）数字化资源开发与利用

说明数字化资源开发的理念、思路、形式、内容等要求。

（3）实训条件

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **序号** | **名称** | **基本配置要求** | **场地大小/m2** | **功能说明** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**（三）课程评价**

本课程考核分为三个部分：（里面含课程思政要点考核，如具体某些素质方面的考核）

1.形成性评价：

2.过程性评价：

3.最终评价：

**五、授课进程与安排**

| 序号 | 学习模块 | 单元授课内容 | 单元授课学时 | 教学组织方式 |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

制订人：

审定人：

年 月 日

附录：

修订历史记录

| **日期** | **版本** | **说明** | **作者** |
| --- | --- | --- | --- |
| 2022-08-1 | V1.0 | 初始版本 | 张三 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |