**台灣首府大學推廣教育處補課記錄表**

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| 班級 |  | | | | 課程名稱 | | |  | |
| 原定上課  日期 |  | | | | 原定上課  時間 | | |  | |
| 補課日期 |  | | | | 補課時間 | | |  | |
| 授課教師 |  | | | | 補課地點 | | |  | |
| 學員簽到 | | | 學員簽到 | | | | 學員簽到 | | |
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| 補  課  重  點 | |  | | | | | | | |
| 助教 | | 補課教師 | | 開課單位主管 | | 組長 | | | 單位主管 |
|  | |  | |  | |  | | |  |