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| **外訓課程申請單** | | | |
| **申請日期\*：** | | | |
| **申請人\*** |  | **申請部門\*** |  |
| **申請者職稱** |  | **到職日** |  |
| **課程名稱\*** |  | | |
| **機構名稱** |  | | |
| **聯絡人** |  | **聯絡電話** |  |
| **報名方式\*** |  | **報名截止日** |  |
| **課程費用\*** |  | **課程時數\*** |  |
| **開課日期\*** |  | | |
| **上課時段** |  | | |
| **上課地址** |  | | |
| **備註** |  | | |