**ตัวอย่าง**

**รายละเอียดของเอกสารประกอบการสอน**

(หน้าปก)

เอกสารประกอบการสอน

รายวิชา...............................

ระดับชั้น ..............

(ชื่อผู้เขียน)

โรงเรียน………………………………………………….

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| **คำนำ**โดยให้รายละเอียดเกี่ยวกับ 1. จุดประสงค์ในการจัดทำเอกสารประกอบการสอน 2. รูปแบบและองค์ประกอบของเอกสารประกอบการสอน 3. วิธีใช้เอกสารประกอบการสอน ฯลฯ(**ข้อเสนอแนะ** ผู้สอนควรเรียบเรียงเอกสารประกอบการสอนให้มีเนื้อหาสาระที่ถูกต้อง มีความทันสมัย น่าสนใจ และเข้าใจได้ง่าย เหมาะกับพื้นฐานของผู้เรียน โดยคำนึงถึงความแตกต่างระหว่างผู้เรียน มีการอ้างอิงเอกสารที่น่าเชื่อถือและมีจริยธรรมและจรรยาบรรณทางวิชาการ |

**ประมวลรายวิชา (Course Syllabus)**

**ส่วนที่ 1**

1. รหัสวิชา ................................
2. ชื่อรายวิชา ................................
3. จำนวนหน่วยกิต ................................
4. จำนวนคาบเรียนต่อสัปดาห์ ................................
5. กลุ่มสาระการเรียนรู้ ................................
6. ระดับชั้น ...............................
7. ประเภทรายวิชา ...............................

(พื้นฐานหรือเพิ่มเติม)

1. ภาคเรียน/ปีการศึกษา ................................

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| คำอธิบายรายวิชา(ตามที่โรงเรียนกำหนด)..................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................... |

**ส่วนที่ 2**

**ตารางวิเคราะห์หน่วยการเรียนรู้ในรายวิชา ...............................................**

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| ลำดับที่ | ชื่อหน่วยการเรียนรู้ | มาตรฐานการเรียนรู้/ตัวชี้วัด | สาระสำคัญ | น้ำหนักคะแนน (100 คะแนน) | เวลา (ชั่วโมง/คาบ) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
|  รวม |  | 100 |

**เอกสารประกอบการสอน**

**หน่วยที่ 1 ............................................**

**1. สังเขปหัวข้อ**

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**2. สาระสำคัญ**........................................................................................................................................................................................................................................................................................................................................................................

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**3. จุดประสงค์**

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**4. เนื้อหาสาระโดยละเอียด**

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**5. เอกสารอ้างอิง**

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**6. คำถามท้ายบท**

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**หน่วยที่ 2 ............................................**

**1. สังเขปหัวข้อ**

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**2. สาระสำคัญ**........................................................................................................................................................................................................................................................................................................................................................................

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**3. จุดประสงค์**

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**4. เนื้อหาสาระโดยละเอียด**

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**5. เอกสารอ้างอิง**

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**6. คำถามท้ายบท**

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**บรรณานุกรม**

**ภาคผนวก**