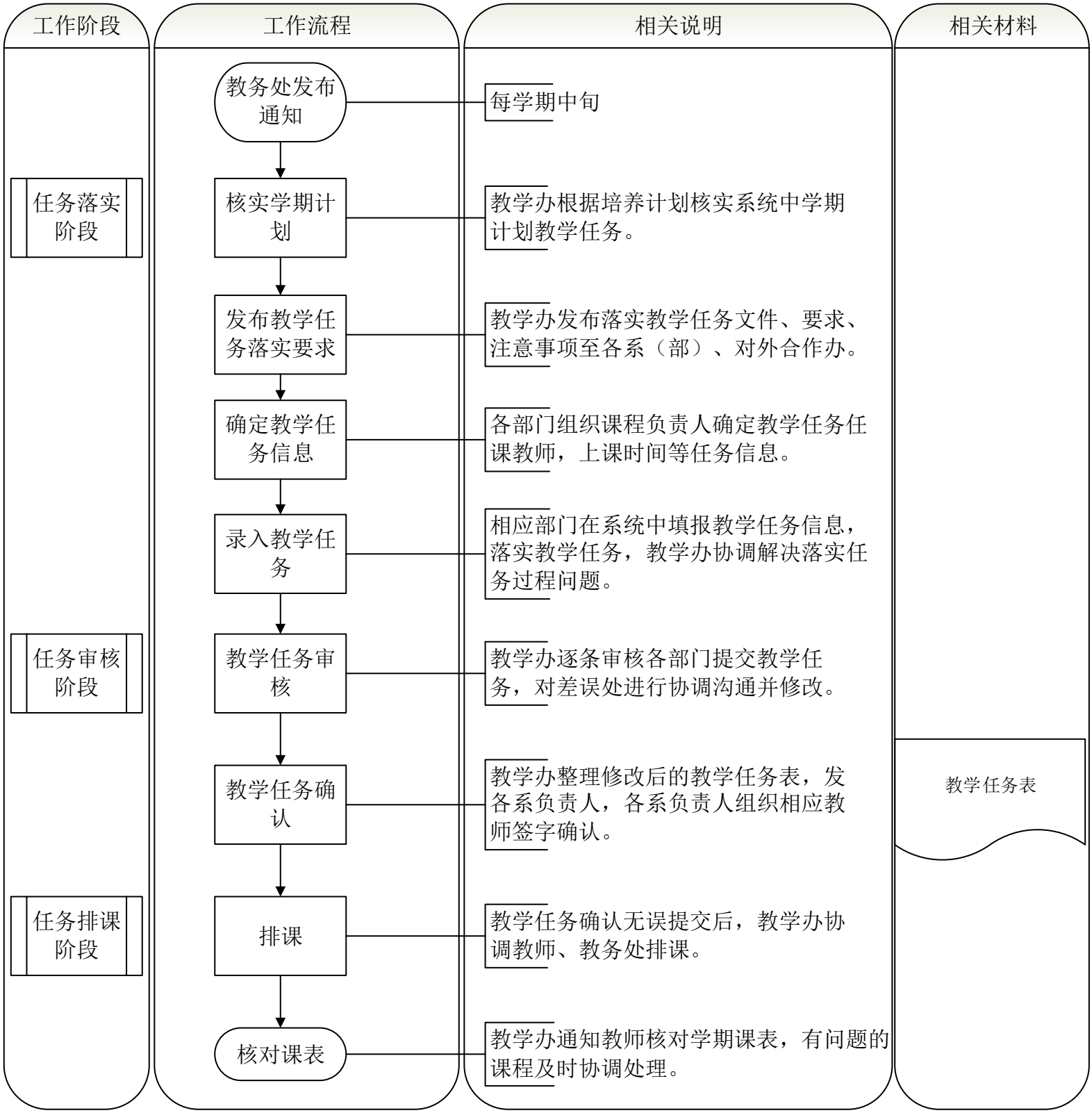软件学本科生院教学任务落实及排课工作流程