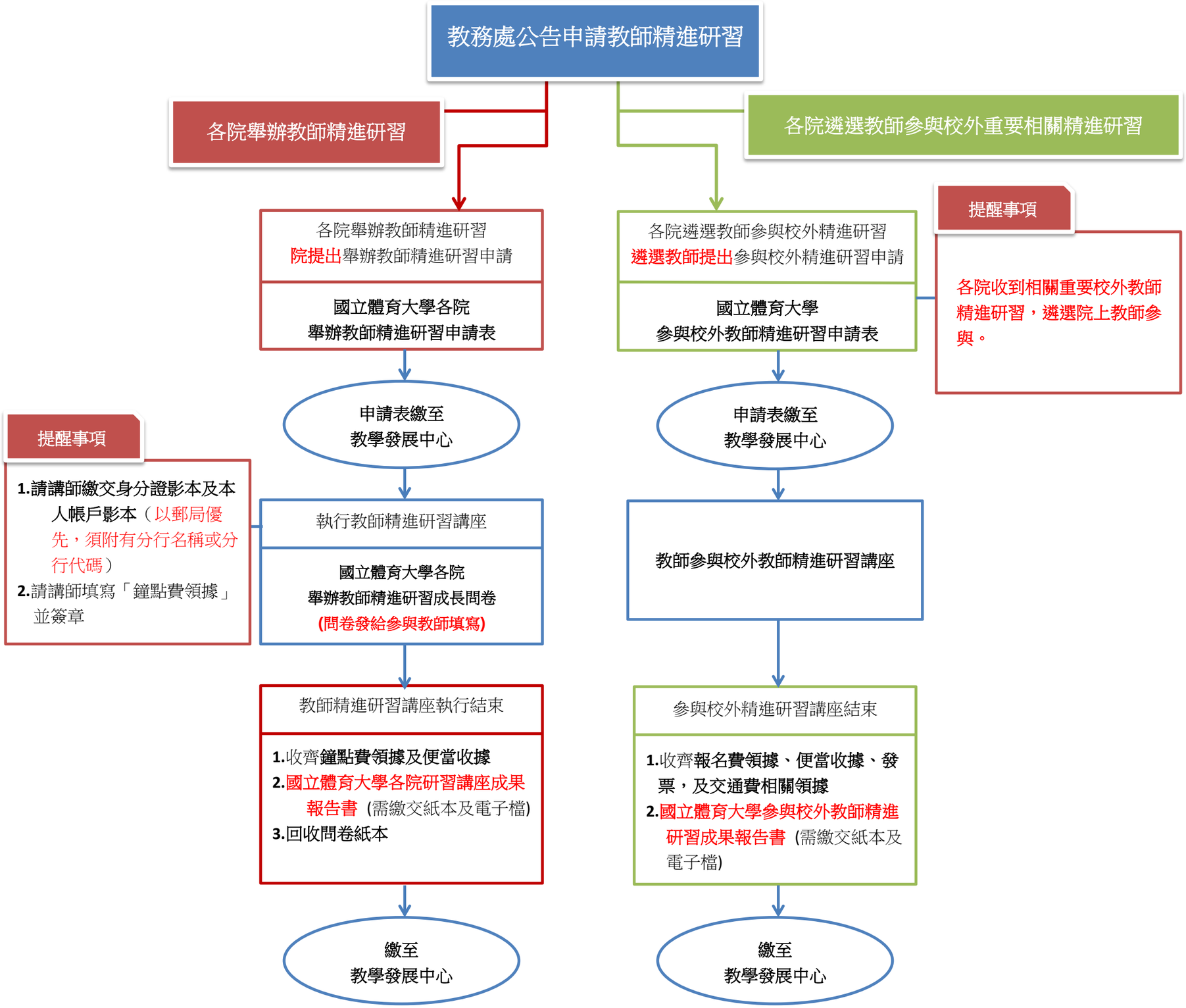教師精進研習申請執行流程圖