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| **Tema:** | **Hora de entrada** | **Hora de salida** | **DD** | **MM** | **AAAA** |
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| **No.** | **Nombres y apellidos**  **del usuario** | **Tipo de usuario** | | **Código de estudiante o Cédula** | **Programa Académico o Dependencia** | **Correo Electrónico** |
| **Estudiante** | **Docente / Funcionario** |
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| **INFORMACIÓN DE CAPACITACIÓN** | | | | | | |
| **Nombre del capacitador** | | **Cantidad de asistentes** | | **Observaciones** | | |
|  | | Estudiantes |  |  | | |
| Docentes |  |  | | |
| Otros |  |  | | |
| **Total** |  |  | | |