

: 2024

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		()	()	1 (2024)						2 (2025)						3 (2026)						4 (2027)									가
				1			2			1			2			1			2			1			2						
	900091		Communication Skills	1	1	0																						1	1	0	P
	230008		Secretary and Office Management	3	2	1																						3	2	1	
	230010		Understanding of Modern Management	3	2	1																						3	2	1	
	230028		Basic English	3	2	1																						3	2	1	
	230104		Understanding of Modern Administration	3	2	1																						3	2	1	
	230113		Basic Chinese	2	1	1																						2	1	1	
	230114	(1)	Career Search and Self Development(1)	1	1	0																						1	1	0	P
	230115	SW	Office Software Practice	3	0	3																						3	0	3	
	900089		Personal Relationship				1	1	0																			1	1	0	P
	230036		Practical Reporting & Greeting Service				3	1	2																			3	1	2	
	230043		Word-Processing & Management				3	1	2																			3	1	2	
	230105		Office English				3	2	1																			3	2	1	
	230120		Principles of Accounting				3	1	2																			3	1	2	
	230131		Media English				3	2	1																			3	2	1	
	230132		Digital Office Computing				3	0	3																			3	0	3	
	230133	(2)	Career Search and Self Development(2)				1	1	0																			1	1	0	P
	230014		Conference & Business Trip Protocol Management							3	1	2																3	1	2	

: 2024

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		()	()	1 (2024)						2 (2025)						3 (2026)						4 (2027)									가	
				1			2			1			2			1			2			1			2							
	230058		Medical Secretary&Legal Secretary							3	2	1																	3	2	1	
	230063		Business Practical English							3	2	1																	3	2	1	
	230102		Job Exploring & Self Development							1	1	0																	1	1	0	P
	230106		Business Correspondence in English							3	2	1																	3	2	1	
	230121		Computer Accounting							3	1	2																	3	1	2	
	230126		Data Analysis and Design							3	0	3																	3	0	3	
	230127		Service Business Communication							2	1	1																	2	1	1	
	230061		Creative Project										2	2	0														2	2	0	P
	230122		Case Study of Secretary										3	1	2														3	1	2	
	230128	4	Fourth Industrial Revolution and Smart Office										3	1	2														3	1	2	
	230129		Convergence Contents Production Practice										3	0	3														3	0	3	
	230130		Current English in Internet										3	2	1														3	2	1	
				1	1	0	1	1	0																				2	2	0	
				18	10	8	19	8	11	21	10	11	14	6	8														72	34	38	
				19	11	8	20	9	11	21	10	11	14	6	8														74	36	38	