

: 2022

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		()	()	1 (2022)			2 (2023)			3 (2024)			4 (2025)						가								
				1			2			1			2							1			2				
	900021	1()	English Base1	2	2	0																	2	2	0		
	900091		Communication Skills	1	1	0																		1	1	0	P
	230008		An introduction to secretarial studies	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		Career Search and Self Development	1	0	1																		1	0	1	P
	230115		Business Informtion Management	3	0	3																		3	0	3	
	900063	2()	Chinese Base2				2	2	0															2	2	0	
	900089		Personal Relationship				1	1	0																1	1	0
	230019		Business computing				3	0	3															3	0	3	
	230036		Practical reporting & greeting service				3	1	2															3	1	2	
	230043		Word-processing & management				3	1	2															3	1	2	
	230045		Intermediate English				3	2	1															3	2	1	
	230102		Job exploring & self development				2	1	1															2	1	1	
	230105		Office English				3	2	1															3	2	1	
	230120		Principles of Accounting				3	1	2															3	1	2	

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				1			2			1			2			1			2			1			2							
	230014		Management of business meeting, trip and ceremony							3	1	2																3	1	2		
	230018		OA Management							3	0	3																3	0	3		
	230058		Medical Secretary&Legal Secretary							3	2	1																3	2	1		
	230063		Advanced English							3	2	1																3	2	1		
	230098		Personality and Service Manner							2	1	1																2	1	1		
	230106		Business English word - processing							3	2	1																3	2	1		
	230117		Creative Project Management							1	0	1																1	0	1	P	
	230121		Computer Accounting							3	1	2																3	1	2		
	230033		Theory of Organizations										3	2	1													3	2	1		
	230061		Creative Project Management										1	0	1													1	0	1		
	230107		Office Administration Manageent										3	1	2													3	1	2		
	230122		Practice for Secretary										3	1	2													3	1	2		
	230123		Business Design Practice										3	0	3													3	0	3		
	230124		Practical Business English										3	2	1													3	2	1		
	230125		Job Interview Practice										2	0	2													2	0	2		
				3	3	0	3	3	0																			6	6	0		
				18	9	9	20	8	12	21	9	12	18	6	12													77	32	45		

