

# Course Syllabus

2nd Semester, 2022

Course Title	Business Korean I	Course Number	112704	Class Number	101
Department/Division	Division of Undeclared and Exploratory majors	Academic Year	all	Credit-Lecture-Practice	3-3-0
Class Time	Tue.7,8,9	Classroom	C23-218	On/Off-Line Option	
Instructor	Lee Jeonghwa	Instructor's Office		Office Hours	Tue. 13:00-15:00
		Phone		E-mail	leejh95105@naver.com
Innovative Learning	FL( ) BL( ) PBL( ) TBL( ) ME( ) AL( ) TT/CT( )				
Core Skills	Social Contribution / Divergent Connecting / Cooperative Communication				
Ideal Character		Target Skills			

## 1. Course Information

Course Objectives	This course is recommended for foreign students interested in business related to Korea. The objectives of this course are to develop Korean communication skills in a formal business setting and broaden understanding of Korean society as well as Korean business culture.
Course Description	Students will be able to learn various expressions used in Korean business setting and acquire knowledge of recent issues with working life in Korea.
Learning Methods	Lectures on Korean expressions and business manners are given and speaking/writing activities similar to real business environment are conducted afterwards.

## 2. Texts and Materials

Required Texts	- 교수자 자체 제작 자료(Handout will be distributed for every class.)
Supplemental Texts	- 교수자 자체 제작 자료(Handout will be distributed for every class.)
Extra Materials	- 바로 배워 바로 쓰는 비즈니스 한국어 1 / 세종학당재단 / 하우(2019) - 바로 배워 바로 쓰는 비즈니스 한국어 2 / 세종학당재단 / 하우(2019) - 쉽게 따라 쓰는 한국어 이메일 / 오미남, 김원경 / 소통(2018)

## 3. Evaluation Method

Category	Midterm	Final	Assignment	Discussion	Quiz	Attendance	Other	Total	Criteria
Weight	0%	0%	0%	0%	0%	0%	0%	0%	Absolute
Detailed Evaluation									
Caution	Requirements for Innovative Learning : Assignment evaluations should reflect at least 10% for PBL and TBL and 30% for ME of the overall grade. / Field practices for AL should be conducted at least 3 times per semester and supporting materials such as the performance report related to the field practice should be submitted through the LMS system / Pre-produced On-Line Learning and Off-Line Learning for BL should be conducted for at least 4 weeks per semester.								

☞ 2/3 attendance requirement should be satisfied for a student to receive a grade even for the course for which attendance rate is not included in the evaluation.

☞ Evaluation method of innovative learning is based on absolute evaluation in principle.

#### 4. Course Schedule

Week	Topic	Content	Assignments and Others
1	Introduction	Course overview	
2	Basic work(1)	Business call	
3	Basic work(2)	Business meeting	
4	Basic work(3)	Business meeting	
5	Basic work(4)	Business e-mail	
6	Basic work(5)	Business e-mail	
7	Review	Review for midterm exam Special lecture on business manners	
8	Midterm exam	Midterm exam	
9	Workplace issue(1)	Work and life balance	
10	Workplace issue(2)	Nonregular employees	
11	Workplace issue(3)	Glass ceiling	
12	Workplace issue(4)	Restructuring	
13	Workplace issue(5)	Bans on workplace bullying	
14	Review	Review for final exam Special lecture on Korean business culture	
15	Final exam	Final exam	

#### ※ Notes

Students with disabilities can request special accommodation related to attendance, lectures, assignments and tests by contacting the course professor and the Support Center for Students with Disabilities(SCSD, 051-629-5062). Support services available are as following :

Disability Category	Lecture	Evaluation	Assignment
Visual Impairment	- Enlarged Reading Materials	- Longer Examination Hours	- Extra Days for Submission - Alternative Assignments
Hearing Impairment	- Note-Taking Assistant	- Oral Exams can be Replaced by Written Exams	
Physical Impairment	- Wheelchair Access to Classroom - Note-Taking Assistant	- Note-Taking Assistant - Longer Examination Hours	