

## 2024Year 1st Semester Syllabus

Created Date	2023-12-05 14:50:54		Last-Modified	2023-12-18 10:39:26
Course Title	INTERNATIONAL BUSINESS COMMUNICATION		Course Code-Section	IEE3328-01
Credit/Time/ Experiment, Lab, Practical Technique Time	3/Wed5/Fri5,6		Department	Undergraduate
Time	Wed5/Fri5,6		Location	Realtime online lecture/Pre-recorded lecture(Unable to take other class)
Exam Date & Time	Midterm exam		Final exam	
Class Language	English		Evaluation Type	Absolute evaluation

Instructor's Profile	Name	Lim Dongjin	Contact Information	Telephone	010-5185-6573
	Department	국제처		Mail	AMURO0701@GMAIL.COM
	Office			Interview information	by appointment

TA's Name & Contact Information	Name		Contact Information	Telephone	
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Course Description Brief Introduction of the Course	1. To learn the basics of communication 2. To learn the basics of business communication 3. To learn the application of business communication 4. To learn the practical and theoretical factors of communication			
Course Goals	1.	Korean	커뮤니케이션의 기초를 이해한다.	30%
		English	To understand the basics of communication	
	2.	Korean	비즈니스 커뮤니케이션의 기초를 이해한다.	30%
		English	To understand the basics of business communication	
	3.	Korean	비즈니스 커뮤니케이션의 응용을 이해한다.	40%
		English	To understand the application of business communication	
	4.	Korean		0%
		English		
	5.	Korean		0%
		English		

Core Competencies	The total measurable competencies must be 100%. Each course objective should set the competency as 25%. The core and major competencies should equal at least 50%.						
Sub-Competencies/Learning Unit1							
Sub-Competencies/Learning Unit2							
Sub-Competencies/Learning Unit3							
Core Competencies(Liberal Arts)/Major competency(	<b>Must reflect the interrelationship between core competencies (elective courses) and major competencies (major studies).</b>						
Sustainable Development Goals							
Average Recommended Amount of Learning per	Average Reading Volume		Average amount of writing(Based on A4)				
Course Methods (%) Total Amount 100	Lecture	Practice Training	Presentation	Dabate	Team Project		
	80%	0%	0%	20%	0%		
Course Methods 2 Select Relevant Items	PBL Subject	Capstone Design	CBL, Social Innovation Course	Flipped Classroom	Work Experience, Internsh		
Grading Policy(%) Total Amount 100 Free Input for Other Information	Midterm exam	Final exam	Quiz	Individual Assignment	Team Assignment	Attendance	Others
	0%	0%	0%	60%	0%	15%	25%
Assignment/ Report, Project Guide	Title of Assignment/Project Name, and Method of Filling Out		Submission Deadline	Type of Submission and Method			
Prerequisite	None		Online Course Address	LearnUs			
Course Material	Course Material Name	Author	Publisher	Publish Year	ISBN		
Main Learner Precautions	ZOOM (Wednesday 13:00~13:50) URL: <a href="https://zoom.us/j/3839787025">https://zoom.us/j/3839787025</a> ID: 383 978 7025 Passwords are not required.						
Attachment							

## Weekly Plan

week	Period	Weekly Topic & Contents	Remarks
1	2024-03-02 2024-03-08	Course introduction, orientation	(3.2.) Spring semester classes begin (3.6. - 3.8.) Course add and drop period
2	2024-03-09 2024-03-15	Basics of international business communication	
3	2024-03-16 2024-03-22	ICT in business communication 1	
4	2024-03-23 2024-03-29	ICT in business communication 2	
5	2024-03-30 2024-04-05	Interpersonal communication in international business 1	
6	2024-04-06 2024-04-12	Interpersonal communication in international business 2	(4.8.) First third of the semester ends
7	2024-04-13 2024-04-19	Topic introduction	
8	2024-04-20 2024-04-26	To be announced	(4.20. - 4.26.) Midterm Examinations
9	2024-04-27 2024-05-03	Nonverbal communication in business 1	(4.29. - 5.1.) Course withdrawal period (5.2. - 5.3.) Application period for S/U evaluation
10	2024-05-04 2024-05-10	Nonverbal communication in business 2	(5.2. - 5.4.) Application period for S/U evaluation (5.5.) Children's day (5.6.) Alternative holiday for Children's Day
11	2024-05-11 2024-05-17	Business etiquette	(5.15.) The day of Buddha's coming, Second third of the semester ends
12	2024-05-18 2024-05-24	Job interview and group discussion 1	
13	2024-05-25 2024-05-31	Job interview and group discussion 2	
14	2024-06-01 2024-06-07	2024 trends of business communication	(6.6.) Memorial day
15	2024-06-08 2024-06-14	Wrap-up and summary	(6.8. - 6.14.) Self-study
16	2024-06-15 2024-06-21	To be announced	(6.15. - 6.21.) Final Examinations

- Students with disabilities(SWDs) can request accommodations related to lectures, assignments, or tests by contacting the course professor at the beginning of semester.  
(However, accommodations may vary depending on the essentiality of lecture and discretion of professors.)

[Lecture]

- Visual Impairment: alternative, braille, enlarged reading materials, note-taker

- Physical Impairment: alternative reading materials, access to classroom, note-taker, assigned seat
  - Hearing Impairment: note-taker/stenographer, recording lecture
  - Intellectual Disability/Autism: note-taker
- [Assignments and Test]
- Visual/Physical/Hearing Impairment: (reasonable) extra days for submission, alternative type of assignment, extended test time, alternative type of test, arranging separate test room, and proctors, test ghostwriter
  - Intellectual Disability/Autism: (reasonable) extra days for submission, alternative type of assignment