

2023Year 1st Semester Syllabus

Created Date	2023-01-02 10:53:27		Last-Modified	2023-01-02 11:02:25	
Course Title	INTERNATIONAL BUSINESS COMMUNICATION		Course Code-Section	IEE3328-01	
Credit/Time/ Experiment, Lab, Practical Technique Time	3/Tue1/Thu2,3		Department	Undergraduate	
Time	Tue1/Thu2,3		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
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	Office			Interview information	amuro0701@gmail.com

TA's Name & Contact	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(Must reflect the interrelationship between core competencies (elective courses) and major competencies (major studies).						
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	International Student ZOOM (Tuesday 09:00~09:50) URL: https://zoom.us/j/3839787025 ID: 383 978 7025 Password is not required.						
Attachment							

Weekly Plan

week	Period	Weekly Topic & Contents	Remarks
1	2023-03-02 2023-03-08	Course introduction, orientation	(3.2.) Spring semester classes begin (3.6. - 3.8.) Course add and drop period
2	2023-03-09 2023-03-15	Basics of international business communication	
3	2023-03-16 2023-03-22	ICT in business communication 1	
4	2023-03-23 2023-03-29	ICT in business communication 2	
5	2023-03-30 2023-04-05	Interpersonal communication in international business 1	
6	2023-04-06 2023-04-12	Interpersonal communication in international business 2	(4.7.) First third of the semester ends
7	2023-04-13 2023-04-19	Topic introduction	
8	2023-04-20 2023-04-26	To be announced	(4.20. - 4.26.) Midterm Examinations
9	2023-04-27 2023-05-03	Nonverbal communication in business 1	(4.27. - 5.1.) Course withdrawal period (5.2. - 5.4.) Application period for S/U evaluation
10	2023-05-04 2023-05-10	Nonverbal communication in business 2	(5.2. - 5.4.) Application period for S/U evaluation (5.5.) Children's day 05.05 어린이날
11	2023-05-11 2023-05-17	Business etiquette	(5.15.) Second third of the semester ends
12	2023-05-18 2023-05-24	Job interview and group discussion 1	
13	2023-05-25 2023-05-31	Job interview and group discussion 2	(5.27.) The day of Buddha's coming 05.27 부처님오신날
14	2023-06-01 2023-06-07	2022 trends of business communication	(6.6.) Memorial day 06.06 현충일
15	2023-06-08 2023-06-14	Wrap-up and summary	(6.8. - 6.14.) Self-study
16	2023-06-15 2023-06-21	To be announced	(6.15. - 6.21.) Final Examinations

출석의무

- 실제 수업시수의 1/3 이상을 결석한 학생은 시험결과와 관계없이 F 또는 NP의 성적을 받게 됩니다.
- 중간,기말시험을 실시하지 않는 교과목은 해당 기간 중 수업을 실시합니다.

장애학생 지원

- 학기 시작 전에 담당교수와의 면담을 통해 출석, 강의, 과제 및 시험에 관한 교수학습지원 사항을 요청할 수 있으며, 요청한 사항에 대해 담당교수 또는 장애학생지원실을 통해 지원받을 수 있습니다.
- 강의, 과제 및 시험 응시 시, 가능한 장애유형별 지원 예(실제 지원 내용은 강의 특성에 따라 달라질 수 있음)

[강의]

- 시각장애: 교재제작(디지털, 점자, 확대교재 등), 대필지원 학생 청강 허용
- 지체장애: 교재제작(디지털교재), 대필 및 수업보조지원 학생 청강 허용, 지정좌석 배정
- 청각장애: 대필지원 학생/문자통역지원 인력(속기사, 수어통역사) 청강 허용, 강의 녹취 허용
- 지적장애/자폐성장애: 대필지원 학생 및 수업 멘토 청강 허용

[과제 및 시험]

- 시각장애/지체장애/청각장애: 과제 제출기한 연장, 과제 및 제출방식 조정, 시험시간 연장, 시험문항 및 응답 방식 조정, 별도장소 제공, 대필지원 학생 연계 등
- 지적장애/자폐성장애: 개별화 과제 제출 및 대체 평가 실시 검토

안전주의

- 이공계열 및 생활과학계열 등 실험실 환경안전교육 이수대상자는 개강 전 온라인교육을 이수하고 첫 시간에 이수증을 제출하여야 하며, 미제출자는 수업 참여를 불허합니다.
- 체육실기 수업 전 반드시 준비운동을 하여야 하며, 심혈관질환, 만성호흡기질환을 가진 학생은 사전에 의사와 상담하여 운동가능여부를 확인하여야 합니다.