

Syllabus of Fall Semester, 2018

Course Title	BUSINESS ENGLISH FOR INTERNATIONAL TRADE	Course Code	IT30450	Section	002
Department	International Trade	Level	3	Credit - Theory - Practice	3.0 - 3.0 - 0.0
Class Hours & Classroom	Mon. 10:30(75) 516-302, Wed. 10:30(75) 516-302				
Lecturer	Yang, Jung-mi	Office		Office Hours	
		Telephone		E-mail	
Methodology of Instruction					
Evaluation and Grading	* Students with disabilities can request an extension of the exam hour, and they can take exams by getting writing assistance or by using a computer.				
Prerequisites					
Course Objectives	Global Business english is basically defined as English used for the conduct of global business and international trade. It is purely a functional category of Business English aimed at preparing learners for effective communication in a global context. The main objectives of this class are to understand of definition and scope of English for global business as well as procedures of international trade. Of course, we have to acquire skill of writing a business letter.				
Course Description	<ol style="list-style-type: none"> 1. Fundamentals of Global Business English 2. Understanding Global Business Transactions 3. Forms of Business Contracts and International Business Law 4. Global Business in Practice <p style="text-align: center;">* Students with disabilities can negotiate with the Disabled Student' s Academic Support Center regarding course materials and assignments.</p>				
Textbooks and References					
Required Textbooks	Be informed at the first week of this semester.				
References					

Weekly Schedule of Classes		
Week No.	Course Material	Assignments and Other Notes
Week 1	[Orientation and Education on Academic Misbehavior (e.g. Cheating, Plagiarism) and Safety Education on Experiment and Practice] introduct of the class.	
Week 2	Prerequisite for Global Business English	
Week 3	Requisites for Global Business Transactions and Phases	
Week 4	Information Phase	
Week 5	Agreement Phase	
Week 6	Implementation Phase	
Week 7	Follow-up Phase	
Week 8	Mid-term exam.	
Week 9	Forms of Business Contracts and International Business Law	
Week10	E-Commerce	
Week11	Global Business English in Practice	
Week12	Careers and opportunities in Global Business	
Week13	Overseas Market Research and Presentations	
Week14	English for International Meetings and negotiations	
Week15	Final Exam	
Week16		
Attachment		