

Course Description



**FACHHOCHSCHULE
WIENER NEUSTADT**
Austrian Network for Higher Education

Course title	Intercultural Business Skills
Course Leader	Lisa Schreiner
Course type	Integrated Course
Examination character	continuous
Semester	2
ECTS	4
Degree Programme	Institut für Sprachen (FF)
Specialization	
Department	Institut für persönliche Kompetenzentwicklung
Course objectives	<ul style="list-style-type: none"> To gain introductory experience of the skills necessary to be effective in international business in a globalized economy To evaluate one's strengths and weaknesses To increase cultural intelligence skills To improve cross cultural communication skills To improve cross cultural team building capabilities To improve presentation, meeting management, and time management skills
Course content	<p>Knowing one's self / Self-awareness</p> <ul style="list-style-type: none"> Evaluate one's strengths and weaknesses for business Introduction to NBI Communication styles and preferences <p>Intercultural Foundations</p> <ul style="list-style-type: none"> Cultural dimensions, standards and categorizations according to leading experts National cultures (acc. to Richard Lewis, Geert Hofstede, The GLOBE Study of 62 Societies, etc.) Cross cultural communication and leadership <p>Key business skills necessary to be effective in international business in a globalized economy</p> <ul style="list-style-type: none"> Intercultural competence Introductory level presentation skills Time management (self & others)
Bibliography	<p>Books:</p> <ol style="list-style-type: none"> Lewis, R.D. (2006). When Cultures Collide. House, R. J. (2004). Culture, Leadership, and Organizations. The GLOBE Study of 62 societies.
Optional bibliography	<p>Presentations posted to EduNET</p> <p>Hall, E.T. & Hall, M.R. (1990). Understanding Cultural Differences. German, French and Americans.</p> <p>Hall, E.T. & Hall, M.R. (1990). Hidden Differences. Doing Business with the Japanese.</p> <p>Hall, E.T. (1989). Beyond culture.</p> <p>Hall, E.T. (1989). The dance of life: The other dimension of time.</p> <p>Hampden-Turner, C. Cross-Cultural Competence.</p> <p>Hampden-Turner, C. & Trompenaars, F. (2000). Building Cross-Cultural Competences.</p> <p>Hofstede, G. (2002). Exploring Culture.</p> <p>Hofstede, G. (2005). Cultures and Organizations.</p> <p>House, R. J. (2007). Culture, Leadership and Organizations. The GLOBE Study of 62 Societies.</p> <p>Roddick, A. (2001). Take It Personally.</p> <p>Ting-Toomey, Stella (1999). Communicating across cultures.</p> <p>Trompenaars, F. (1998). Riding the Waves of Culture.</p> <p>Varner, I. Beamer, L. (2005) Intercultural Communication in the Global Workplace.</p> <p>Zohar, D. (2004). Spiritual Capital.</p>
Course prerequisites	-
Grading	<p>Assessment:</p> <p>Students are assessed via continuous evaluation of quizzes, active participation in class, group work, group presentation, in class conduct, and attendance.</p> <ul style="list-style-type: none"> 10% of the total grade Exercises (Unit 1)

- o 15% of the total grade Exercises (Unit 3)
- o 25% of the total grade Quiz (Unit 4)
- o 25% of the total grade Quiz (Unit 6)
- o 25% of the total grade Final Project (Unit 7)

Grades will be given according to the school system based on:

- o Levels of knowledge demonstrated in the quizzes.
- o Levels of competencies demonstrated in the application of knowledge and skills to individual exercises or presentations.
- o Levels of engagement, knowledge, and skills demonstrated in class activities.

Full attendance is highly recommended in order to develop the skills and perform well on the quizzes and final project.

- o If a student wants to get the points allocated to each to unit, he/she has to be present for the whole day where there are points to be awarded.
- o Furthermore, if a student arrives late and/or leaves early for any reason, either at the beginning, during (including breaks) or at the end of a session, the individual lecturer reserves the right to decide whether or not a student was in fact present for the full duration of the session.
- o Reminder: classes build on each other, when a student misses a class he/she also misses the foundation for the next class.

No-make-up policy: There will be no possibility to make up for missed quizzes, in class exercises, group presentations, and/or how actively a student participated when the student was not present, not doing group presentations, missing group work, quizzes, etc.

- o Emergency situations: In the event of sickness or bereavement please inform the International Office.
Lisa Schreiner, BA

Final in charge of course

**Final Course description
approver**

Mag. Eva Eigner, BA MA