**Class Administration (Week 3)**

**International Finance & Banking**

Inha University 국제학부, Spring 2021

1. **Status of submission of the ‘Self Introduction’** 
   1. It is past the deadline, but some students still haven’t submitted it yet. FYI, for this first assignment, if you are late, you won’t get any points deducted, but if you don’t submit it, you will get a deduction. So, if you haven’t, please submit it now.
2. **Attendance Checking** 
   1. A few days ago, I have received the online attendance management guideline from the school authority.
   2. In compliance with the guideline, I will upload the online lecture materials as scheduled. So, you need to watch them on time as well. And then we will see how this system works. It is my first time trying, so I think there might be some trial and error before this online attendance tracking system is settled down.
3. **Weekly homework assignment for week 3**
   1. You can see the HW in the middle of the lecture
4. **Computer programs to be used for the assignments in this semester**
   1. Starting from this week, all of you are required to prepare all the homework assignments using Microsoft PPT program or Microsoft Word program.
   2. I know that, for many reasons, some of you may not be used to using these programs. But I think that using this level of programs is something that a college student like you should know for your future. I hope you take this opportunity to learn how to use them. There are a lot of reference materials in YouTube.
   3. However, if any of you are unable to use the programs due to unavoidable circumstances, please let me know via email.