

Syllabus

International Business

Course Description

IBUS 1301 Principles of Exports

Export management processes and procedures. Includes governmental controls and compliance, licensing of products, documentation, commercial invoices, and traffic procedures. Emphasizes human and public relations, management of personnel, finance, and accounting procedures. Credit: 3 (3 lecture)

Prerequisites

None

Course Goals (includes competencies, incorporation of SCANS, etc.)

COURSE GOALS

1. Understand and be able to define basic import/export transactions and terms.
2. Understand how real world exporting and importing problems are solved.
3. Understand the whole process a U.S. prospective trader will utilize from start to finish.
4. Understand Letter of Credit transactions and other financing transactions.
5. Identify and understand customs laws and procedures as well as legal requirements.
6. Understand transportation and insurance basics.
7. Identify quality control measurements for international suppliers.
8. Understand barriers to trade.
9. Understand human factors and cross-cultural interactions to international trade.
10. Understand major world trading blocs and trade agreements and how they affect sales contracts. (EU, GATT, etc.)
11. Understand international trade arbitration.
12. Understanding the role of various international organizations (like the United Nations) in importing and exporting.

STATEMENT OF FOUNDATION SKILLS AND WORKPLACE COMPETENCIES (SCANS SKILLS)

A study was conducted for the Department of Labor by the American Society for Training and Development which identified the seven skills U. S. employers want most in entry level employees. These skills are motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership.

HCCS is committed to preparing every student with the knowledge and skills needed to succeed in today's dynamic work environment. Towards this end, the following skills will be included in this course. Testing and assessing these skills will vary according to individual instructors. The following are examples of how these skills may be incorporated in this course.

- Exhibiting Interpersonal Skills
 - Work on teams by completing in-class exercises. The exercises will involve analyzing, discussing, solving, reporting to class and making recommendations for cases, problems and scenarios. These exercises are part of the participation evaluation which counts 10% of the semester grade.
- Demonstrating Basic Skills
 - Reading and Speaking by researching at least three export/import companies and presenting your findings in front of the class. The presentation accounts for 10% of the semester grade.

- Writing by preparing a report on an export/import topic found in business newspapers, periodicals or the Internet. The report will be evaluated based on content, grammar, and length. This activity will represent 5% of the semester grade.
- Listening by participating in a multi-cultural team role-play demonstrating active listening and interpreting body language. The role-play is part of the Participation evaluation that represents 5% of your grade.

Instructor Information

Instructors will vary.

Textbook Information

A Tour of International Trade, by David M. Neipert, Prentice Hall Publishing, Upper Saddle River, New Jersey, 2000.

Lab Requirements (if any)

None

Students with Disabilities

"Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Donna Price at 713-718-5165 or the Disability Counselor at your college. To visit the ADA Web site, log on to www.hccs.edu, click Future Students, scroll down the page and click on the words Disability Information.

- * Central ADA Counselors – John Reno – 713-718-6164, Martha Scribner – 713-718-6164
- * Northeast ADA Counselor – Kim Ingram – 713-718-8420
- * Northwest ADA Counselor – Mahnaz Kolaini – 713-718-5422
- * Southeast ADA Counselor – Jette Friis – 713-718-7218
- * Southwest ADA Counselor – Dr. Becky Hauri – 713-718-7910
- * Coleman ADA Counselor – Dr. Raj Gupta – 713-718-7631

Academic Honesty

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

"Scholastic dishonesty"-includes, but is not limited to, cheating on a test, plagiarism, and collusion.

"Cheating"on a test includes:

- Copying from another student's test paper;
- Using materials that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part the contents of an unadministered test;
- Bribing another person to obtain a test that has not been administered.

"Plagiarism"-means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

"Collusion"-means the unauthorized collaboration with another person in preparing written work

offered for credit.

Attendance and Withdrawal Policies

Class attendance is important. Generally, the course material is covered in the text; however, lectures and small group exercises augment and clarify the textbook material. You are encouraged to get to know your fellow students in order to have a source for lecture notes and handouts if you cannot attend a class session. Students are expected to assume the responsibility for learning. Your instructor will assist you, but the actual responsibility rests with you. Students are also expected to devote their energy to attaining the skills and knowledge required for their particular career goals. Disruptive activity that hinders other students' learning or deters an instructor from effective teaching will not be tolerated under any circumstances.

In accordance with HCCS rules, the instructor has the authority to drop a student from any class after the student has been absent for periods equivalent to two weeks of class (6 classes). However, the student has the ultimate responsibility to withdraw from the course. Attending class lectures is vital to understanding, integrating, and applying the concepts discussed in class. Attendance will be kept according to HCCS rules. If there are extreme circumstances that require absence from class, it is the student's responsibility to notify the instructor before the class period. Students absent from class are still responsible for all material assigned and/or covered during the missed session. Students arriving late or leaving early should notify the instructor ahead of time, and sit in a seating location that is least likely to disrupt the class.

For additional information refer to the HCCS catalog.

Course Requirements and Grading Policy

It is the policy of the Dean of Workforce that an Incomplete may be given only for extenuating circumstances (i.e., family illness, accident, or an unforeseen event occurring at final exam time). Individual instructors may use a variety of grading policies and create tailored course requirements to their courses.

Testing

Individual instructors will create tests tailored to their course requirements.

Make-up policy

Individual instructors may have makeup policies. (Many do not allow makeup exams) Students should check with their instructors.

Projects, Assignments, Portfolios, Service Learning, Internships, etc.

Individual instructors will require projects and assignments based on their individual course requirements.

Course Content

STUDENT LEARNING OUTCOMES

Upon completion of this course, the student should be able to:

Discuss documentation, logistics, and transportation of export management; prepare appropriate export documents and responses to requests for quotation; and apply export processes and procedures to public, customer and employee relationships, and to such functional areas as finance and accounting.

Course Calendar with Reading Assignments

Reading assignments are associated with chapters covered on each exam. It is the student's responsibility to review the course syllabus; insuring correct chapters are read and studied prior to each exam.

Other Student Information (clubs, tutoring, web resources, etc.)

You have an opportunity to enhance your personal and intellectual growth by participating in a variety of activities.