



**Business Center of Excellence
International Business Department**

<https://www.hccs.edu/programs/areas-of-study/business/international-business/>

**IBUS 1191: Special Topics International Business-CGBP
Preparation Exam| Online| #CRN16701**

Fall 2020 | 8 Weeks (10.19.2020-12.13.2020)

1 Credit Hours | 16 hours per semester

Instructor Contact Information

Instructor:	Deanna Teel	Office Phone:	713-718-5873
Office:	The Commons, Rm. 803	Office Hours:	Thursday 12:20pm-4:20pm
HCC Email:	Deanna.teel@hccs.edu	Office Location:	Spring Branch

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

Please use Canvas email to contact me. Canvas email messages tell me in which class you are enrolled. This information is very helpful to me in determining how best to respond to your message. That's why I strongly prefer that you use Canvas email. It's for you!

I will strive to respond to your email within 24 hours except on weekends. If you prefer to leave a voicemail, please clearly state (a) your name, (b) what class you are enrolled in, and (c) what you are calling about. I will respond to your voice message via telephone.

You may also contact the International Business Department personnel listed below:

Division Chair: Ken Hernandez, kenneth.hernandez@hccs.edu, 713-718-2468
Division Admin Assistant: Lyssa Wilson, melissa.wilson3@hccs.edu, 713-718-5125

What's Exciting About This Course

This course helps to prepare you to sit for the Certified Global Business Professional (CGBP) credential exam. The course is self paced: review, study & test, review, study & test....ad infinitum. This semester, NASBITE has put out some new Study Paks on each of the 4 Domains of the CGBP exam. These are tremendously thorough and helpful for your success with the exam!

My Personal Welcome

Welcome to Special Topics International Business — This is a prep course to help one prepare to sit for the Certified Global Business Professional (CGBP) exam. It can be taken many times, if necessary.

nextLearning - Fall 2020 Modalities

This semester, there are three modalities for HCC courses: Online Anytime, Online on a Schedule, and Flex Campus.

- **Online Anytime** classes are traditional online courses; coursework is online, and there are no meetings at specific times.
- **Online on a Schedule** classes are online courses with traditional meeting components; coursework is online, and there are specific times to log in for scheduled class meetings.
- **Flex Campus** are in-person classes; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

This section of IBUS 1191 is **ONLINE ANYTIME**.

Prerequisites and/or Co-Requisites

IBUS 1191 requires that a student be placed into GUST 0342 in reading, ENGL 0300 or 0347 in writing and MATH 0306 in math. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

This section of IBUS 1191 will use will use [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) for in-class assignments, exams, and activities. **Canvas usage is critical to your success in this course!** You will use Canvas to communicate with me and with other classmates as well as for your assignments (which are uploaded in Canvas) and your exams. (all online) HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

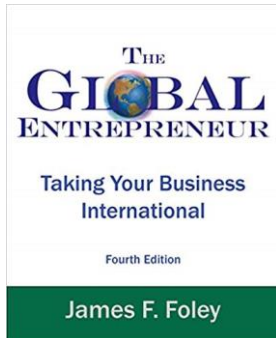
Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information

The textbook listed below is **required** for this course.



"Global Entrepreneur" (4th Edition) by James Foley (Jamric Press International) ISBN: 978-0975315323

Please note that we request textbooks from the bookstore, which is operated by Barnes & Noble Bookstores and not by Houston Community College. If you do not order/buy your books before classes begin, you may have difficulty obtaining a copy of the textbook. It is in your best interest to purchase your books BEFORE classes begin. You may also purchase your books from another textbook retailer.

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

IBUS 1191: This course prepares students to sit for the Certified Global Business Professional (CGBP) credential exam. The CGBP designation is recognized internationally as a professional credential for people who work in all fields related to international trade. This course must be taken in the last semester of any International Business program and it was designed to be repeated multiple times to improve student proficiency.

Secretary's Commission Addressing Necessary Skills (SCANS)

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the U.S. Secretary of Labor to determine the skills that U. S. employers want most in entry-level employees. The commission identified seven skills, (motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership). These workplace competencies and foundation skills have been designed into this course and into the curriculum for each program of study.

Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/business/international-business/>

Course Student Learning Outcomes (CSLOs)

Upon completion of IBUS 1191, the student will be able to:

1. At the end of this course, the student should be better prepared to pass the Certified Global Business Professional (CGBP) credential exam. Exam results will be available to determine outcomes.

Learning Objectives

Learning Objectives for each CSLO can be found at [HCC Learning Web for International Business](#)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Written Assignment

The CGBP Practice Delineation assignment is very important ! This document contains the trade skills certified through the NASBITE Certified Global Business Professional credential. It is comprised of **four top-level domains**:

1. Global Business Management
2. Global Marketing
3. Supply Chain Management
4. Trade Finance,
AND

Five threads (topics across all four domains):

- a. Documentation
- b. Legal & Regulatory Compliance
- c. Intercultural Awareness
- d. Technology
- e. Resources

Exams

There are two types of tests within the 8 weeks: my exams and Foley's exams. My exams reference chapters covered on the exam and will be open at certain dates. Foley's exams cover the first part of the book, the middle part and the last part. The Foley answer key can be found at the top of the course under the "Resources". Go carefully over the questions you missed so that you understand why you missed them. If you have questions about any of the test questions, email me.

Grading Formula

GRADING COMPUTATION:

Written Assignment(s)	50 points
Exams	200 points
TOTAL	250 points

Grade	Total Points
A	100- 90
B	89 - 80:
C	79 - 70:
D	69 - 60:
F	59 and below

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 50% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Week	Dates	Topic / Assignments Due
1	Oct 19	Read Chaps. 1 – 3 Global Entrepreneur textbook Read CGBP Study Pak-Domain 1 Global Management Review Study CGBP Online Course Modules&Podcasts Watch “Why Should I Become a CGBP”? video
2	Oct 26	Assignment #1 due 10/26/20 - NO LATE ASSIGNMENTS Read Chaps 4 – 6, Global Entrepreneur textbook
3	Nov 2	EXAM #1 over Global Entrepreneur textbook Chaps 1 – 6 on 11/6/2020 – 11/8/2020-No Makeups Given! Take Foley Exam #1 Read Chaps 7 – 8, Global Entrepreneur textbook Read & Study CGBP Study Pack Domain 2-Global Marketing Review
4	Nov 9	Read Chaps 9 – 10
5	Nov 16	Take Foley Exam #2 Read & Study CGBP Study Pak-Domain 4 Trade Finance Read & Study Trade Finance Guide: A Quick Reference for U.S. Exporters
6	Nov 23	EXAM #2 over Global Entrepreneur textbook Chaps 7-10 on 11/27/20 – 11/29/20-NO MAKEUP EXAMS! Read & Study CGBP Study Pak-Domain 3 Supply Chain Management Read Global Entrepreneur textbook, Chaps 11 -19 ADMINISTRATIVE/STUDENT WITHDRAWAL DATE DEADLINE 11/20/2020
7	Nov 30	Study Global Entrepreneur Export Compliance powerpoint located in Week 7 Submit “Release of Test Information” form, sign, scan and return to instructor, if taking CGBP exam. Schedule your CGBP exam date@ www.nasbite.org .
8	Dec 7	Final Exam over Global Entrepreneur textbook Chaps 11 – 19 on 12/4/20 – 12/6/20-NO MAKEUPS!! Take Foley Final Exam Semester Ends 12/13/20 Grades available to students on 12/17/20

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor’s Practices and Procedures

Missed Assignments

No assignments are accepted late. No make-up exams are given.

Academic Integrity

As students, you are expected to maintain academic integrity: no cheating, plagiarism, collusion, etc. Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

All students are expected to attend online classes regularly. The Official Day of Record is different for each term. The Day of Record is posted on the official HCC Calendar for that term. Students who do participate in class regularly, typically earn better grades. Students need to attend the first day of class and to log on to online classes on the first day of class. If you miss the first 12.5% of any course (i.e. the period before the Official Date of Record/Approve Roster date) HCC will drop them due to non-attendance. Students need to attend the first day of class and to log on to online classes on the first day of class! THIS IS A STATE OF TEXAS POLICY. It is not an instructor, department, or college created policy.

Student Conduct

Disruptive behavior in an online class will not be accepted and the student will be warned once. If it happens again, the student can be removed from the course.

Instructor's Course-Specific Information (As Needed)

Typically assignments will be graded within one week's time and comments will be given for each assignment within the Speed Grader. Exam ranges will be given typically a day or so after the exam. If you have questions about a particular question(s) on the exam, please email me and I'll be happy to help you. Since there are no "makeups" for assignments, Canvas will calculate your Assignment average score.

EXTRA CREDIT OPPORTUNITIES

There is the possibility of extra-curricular activities which can be attended (or virtual) throughout the semester (day & evening) which are beneficial to students wanting job networking and internship opportunities. The extra credit points will be added to the FINAL RAW score, meaning that if you earned +2 extra credit points and your final score was "88", your grade would go from a "B" to an "A". Check your email often as the instructor will notify the class of these opportunities which are typically on a "first-come-first serve" basis.

International Business Program Information

It is strongly recommended that students of this course ensure that their major is listed as International Business and that you notify the school of which certificate or degree plan you are following.

Scholarships are available every spring with the International Transportation Management Association (ITMA), the Houston District Export Council (HDEC) and the Houston International Trade Development Center (HITDC). Check with the International Business Program Coordinator, Deanna Teel, at deanna.teel@hccs.edu.

This program includes a Co-Op class, IBUS 2280. Students must complete 30 semester credit hours for the AAS degree or 15 semester credit hours in the Certificate before enrolling in this course. Once you have met the requirements, you will contact the Division Chair's office at 713-718-5125 to get the permission code to enroll in this class. Please note that the Co-Op course requires you to have a position in the International Business industry, paid or volunteer. IBUS 2380 requires that you must work a minimum of 10 hours per week.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email

account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Division Chair: Ken Hernandez, kenneth.hernandez@hccs.edu, 713-718-2468

Division Admin Assistant: Lyssa Wilson, melissa.wilson3@hccs.edu, 713-718-5125