

Course Syllabus

Certified Global Business Professional Prep Course

IBUS 1191

Semester with Course Reference Number (CRN)	Spring 2018 CRN# 55503
Instructor contact information (phone number and email address)	Deanna Teel deanna.teel@hccs.edu 713-718-5873
Office Location and Hours	Spring Branch, The Commons, Rm. 803 Contact the instructor for an appointment
Course Location/Times	Online
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 1 Lecture Hours: 0.5 Laboratory Hours: External Hours:
Total Course Contact Hours	8.00
Course Length (number of weeks)	8 weeks
Type of Instruction	Lecture
Course Description:	Topics address preparation to sit for the Certified Global Business Professional (CGBP) credential exam. This is a self-paced course. This course was designed to be repeated multiple times to improve student proficiency.
Course Prerequisite(s)	PREREQUISITE(S): <ul style="list-style-type: none">• Student needs to be in the last semester of the International Business program (whether AAS,)SA, or Level 2 Certificate)
Academic Discipline/CTE Program Learning Outcomes	<ol style="list-style-type: none">1. PSLO 1-Identify global issues and trends impacting global business and operations.2. PSLO 2 –Identify external global environmental factors (socio-cultural, economic, legal, political and technological) and international trade management issues within global operations3. PSLO 3-Employ various sources of international business research (including government, private and non-profit or non-governmental sources) for strategic

decision-making

4. PSLO 4- Evaluate export and import management operations and/or policies necessary in international trade

5. PSLO 5: Analyze, evaluate, and synthesize information presented in source language to provide high quality translation and interpretation to target language through written and oral communication.

Course Student Learning Outcomes (SLO): 4 to 7

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 (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)

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SCANS and/or Core Curriculum Competencies: If applicable

SCANS

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. This course was designed to be repeated multiple times to improve student proficiency.

Foundation Skills - Basic -Reading

Foundation Skills - Basic -Writing

Foundation Skills - Basic -Mathematics

Foundation Skills - Basic -Listening

Foundation Skills - Basic -Speaking

Instructional Methods

Distance (100%)

Student Assignments

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. This is a self-paced course.

Student Assessment(s)

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.

Various assigned readings from textbooks

Quizzes/Tests which may include: definitions, matching, multiple choice, true/false, short answer, brief essay

Instructor's Requirements

This course is self-paced. The student will study-review in preparation for the upcoming CGBP exam.

Program/Discipline Requirements: If applicable

***IBUS 1191
8 WEEK SESSION***

WEEK	TEXTBOOK CHAPTERS/EXAMS	
1 Mar 19	1	Read Chaps. 1 – 3 Global Entrepreneur textbook Read CGBP Global Management Review Study CGBP Online Course Modules Watch “Why Should I Become a CGBP”? video

2 Mar 26	2	Assignment #1 Due 3/26/18- NO LATE ASSIGNMENTS Read Chaps 4 – 6, Global Entrepreneur textbook
3 Ap 2	3	EXAM #1 over Global Entrepreneur textbook Chaps 1 – 6 on 4/5/18 – 4/8/18 -No Makeups Given! Take Foley Exam #1 Read Chaps 7 – 8, Global Entrepreneur textbook Read & Study CGBP Global Marketing Review Read & Study Global Entrepreneur Export Compliance
4 Ap 9	4	Read Chaps 9 – 10, ADMINISTRATIVE/STUDENT WITHDRAWAL DATE DEADLINE 4/12/18
5 Ap 16	5	EXAM #2 over Global Entrepreneur textbook Chaps 7-10 on 4/20/18 – 4/22/18 Take Foley Exam #2 Read & Study CGBP Trade Finance & Payment Methods Review Read & Study Trade Finance Guide CGBP International Payments & Export Finance
6 Ap 23	6	Read International Trade Logistics Review pdf Read Global Entrepreneur textbook, Chaps 11 -19
7 Ap 30	7	Read & Study CGBP International Payments & Export Finance Submit “Release of Test Information” form, sign, scan and return to instructor Schedule your CGBP exam date@ www.nasbite.org
8 May 7	8	Final Exam over Global Entrepreneur textbook Chaps 11 – 19 on 5/7/18 – 5/9/18 Take Foley Final Exam
9 May 14	9	Semester Ends 5/13/18 Grades available to students on 5/21/18

HCC Grading Scale:

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing

education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

Instructor Grading Criteria

This course is self-paced. Although grades are assigned liberally if students don't participate in the testing, there are consequences. Since the course ultimately prepares the student to take the CGBP, the true test of performance is the success of this exam.

Instructional Materials

James Foley, "Global Entrepreneur", 3rd Edition, Jamric Press/ International, ISBN: 97809753153016

HCC Policy Statement:

Access Student Services Policies on their Web site:

<http://hccs.edu/student-rights>

Title IX

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

Students with Disabilities

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week)

must be allotted for the Instructor to implement the accommodations.

Ability Services

Central College	(713) 718-6164
Coleman College	(713) 718-7082
Northeast College	(713) 718-8322
Northwest College (Katy Campus)	(713) 718-5408
Northwest College (Spring Branch Campus)	(713) 718-5422
Southeast College	(713) 718-8397
Southwest College	(713) 718-7910

EGLS3 -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site:

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access CE Policies on their Web site:

<http://hccs.edu/CE-student-guidelines>