



Course Syllabus

Principles of Exports

IBUS 1301

**Semester with
Course Reference
Number (CRN)**

Fall 2013
63372

**Instructor contact
information (phone
number and email
address)**

Deanna Teel
713-718-5873
Deanna.teel@hccs.edu

**Office Location
and Hours**

Spring Branch, The Commons, Rm. 803
For an appointment, contact the instructor.

**Course
Location/Times**

Online

**Course Semester
Credit Hours (SCH)
(lecture, lab) If
applicable**

Credit Hours: 3
Lecture Hours: 3
Laboratory Hours:
External Hours:

**Total Course
Contact Hours**

48.00

**Course Length
(number of weeks)**

8 weeks

Type of Instruction

Lecture

**Course
Description:**

A study of export management processes and procedures. Topics include governmental controls, products, documentation, commercial invoices, and traffic procedures. Application to human and management of personnel, finance, and accounting procedures.

**Course
Prerequisite(s)**

FREQUENT REQUISITES

- MATH 0306 (Basic Math Pre-Algebra)
- GUST 0342 (9th -11th Grade Reading)
- ENGL 0300 or 0347

**Academic
Discipline/CTE
Program Learning
Outcomes**

1. Identify global issues and trends.
2. Identify current global legal issues and international trade management issues.
3. Analyze various sources of international business research.
4. Demonstrate knowledge of global and world geography.

**Course Student
Learning
Outcomes (SLO): 4
to 7**

1. Explain documentation, logistics, and transportation of export management.
2. Prepare appropriate export documents and responses to requests for quotation.
3. Apply export processes and procedures to public, customer and employee relationships.
4. Apply export processes and procedures to such functional areas as finance and accounting.

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

- Explain documentation, logistics, and transportation of export management.**
- Prepare appropriate export documents and responses to requests for quotation.**
- Apply export processes and procedures to public, customer and employee relationships.**
- Apply export processes and procedures to such functional areas as finance and accounting.**

**SCANS and/or
Core Curriculum
Competencies: If
applicable**

- SCANS**
- Explain documentation, logistics, and transportation of export management.**
- Foundation Skills - Basic -Reading
- Foundation Skills - Basic -Writing
- Foundation Skills - Basic -Mathematics
- Foundation Skills - Basic -Listening
- Foundation Skills - Basic -Speaking
- Prepare appropriate export documents and responses to requests for quotation.**
- Foundation Skills - Basic -Reading
- Foundation Skills - Basic -Writing
- Foundation Skills - Basic -Mathematics
- Foundation Skills - Basic -Listening
- Foundation Skills - Basic -Speaking

Apply export processes and procedures to public, customer and employee relationships.

Foundation Skills - Basic -Reading

Foundation Skills - Basic -Writing

Foundation Skills - Basic -Mathematics

Foundation Skills - Basic -Listening

Foundation Skills - Basic -Speaking

Apply export processes and procedures to such functional areas as finance and accounting

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**

Explain documentation, logistics, and transportation of export management.

No assignments selected for this outcome

Prepare appropriate export documents and responses to requests for quotation.

No assignments selected for this outcome

Apply export processes and procedures to public, customer and employee relationships.

No assignments selected for this outcome

Apply export processes and procedures to such functional areas as finance and accounting

No assignments selected for this outcome

**Student
Assessment(s)**

**Instructor's
Requirements**

Three (3) exams will be given with the lowest score of the 3 exams being dropped. Please note is missed, there is no penalty. **NO MAKE-UP EXAMS ARE GIVEN!**

ASSIGNMENTS

There is no project due in this course, therefore it is important to put all your effort into each assignment. Assignments can be done with other class members, if so desired. There are 6 assignments and the number of points for each assignment varies. Assignments are posted within the Assignment Page. The due dates are listed in the "Course Assignment Overview" document (under the "Getting Started" section) and within each assignment page. Each assignment may have a file attached including instructions. Follow the directions and submit by the due date and time.

EXTRA CREDIT OPPORTUNITIES

There are a multitude of extra-curricular activities which can be attended throughout the semester (including evenings) which are beneficial to students wanting job networking and internship opportunities. 2 extra credit points will be added to the FINAL RAW score, meaning that if you earned +2 extra credit points and your score was "88", your grade would go from a "B" to an "A".

Additionally, there are student scholarships available in International Business and Logistics/GSIS programs in these programs. Ask the instructor about these many opportunities.

ATTENDANCE

All students are expected to attend classes regularly, thus DE students must login to their course on a regular basis. DE students who do not login and **actively participate before the Official Day of Record** will be AUTOMATICALLY dropped for non-attendance (when the roster is marked accordingly by your instructor). Completing this DE online orientation does not count towards attendance.

Official Day of Record – The day of record is different for each term. Your instructor will state the day of record in the course syllabus. The Day of Record is also posted on the official [HCC Calendar](#) (select the appropriate term).

Description of "active participation":

Your instructor will define what "active participation" is for your course. Active participation is the following:

- 1) an introductory response to the instructor's email prompt (i.e., introducing yourself)**

If you are having technical difficulties and cannot login, you must immediately contact your instructor or the Eagle Online Help desk or you will be counted as absent.

Program/Discipline Requirements: If applicable None

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 (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 deadline may either be dropped by their professor for excessive absences or be assigned the final grade at the end of the semester. Students who stop attending classes will receive a grade of "FX", comparable to a grade of "F" which is due to poor performance. Logging into a DE course without active participation is not attending. Please note that HCC will not disperse financial aid funding for students who have never attended.

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

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Instructor Grading Criteria

Grade Computation:

3 TESTS	200 POINTS	50%
<u>ASSIGNMENTS (6)</u>	<u>200 POINTS</u>	<u>50%</u>
TOTAL POINTS	400 POINTS	100%

Instructional Materials

Foley, Global Entrepreneur, Jamric Press International, Second Edition. ISBN: 9780975315309

HCC Policy Statement:

Access Student Services Policies on their Web site:

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

EGLS3 -- Evaluation for Greater Learning Student Survey System

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

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 appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester.

Instructors are authorized to provide only the HCC DSSO approved accommodations but must do so in a timely manner.

Students who are requesting special testing accommodations must first contact the appropriate DSS office for assistance e

DISABILITY SUPPORT SERVICES OFFICES:

Northwest: 713.718.5422 (see below)

After student accommodation letters have been approved by the DSS office and submitted to Counseling for processing, s
receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

HCC NORTHWEST

(Katy Campus)

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(Spring Branch Campus)

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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>