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## IBUS 1301 Principles of Exports

**Instructor:** Silvia Garcia *IB, MBA*

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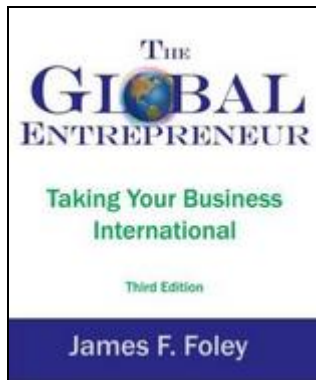
### Office location and hours

*Please feel free to contact me at any time concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and discuss course topics. Feel free to contact me by sending me an email to [silvia.degarcia@hccs.edu](mailto:silvia.degarcia@hccs.edu) or by calling 713-320-1723.*

### Course Description

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

### Instructional Materials



#### THE GLOBAL ENTREPRENEUR

- Author: FOLEY
- EDITION: 3RD 13
- PUBLISHER: JAMRIC
- ISBN: 978097531531

### **Frequent Prerequisites**

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

### **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**

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**

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 or Core Curriculum Statement and Other Standards**

#### **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**

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning IBUS 1301 by modeling good teaching strategies and implementing scenarios and real-life examples that allow you to connect the information that you learn in this course to the real world.

As a student wanting to learn about this topic, it is your responsibility to read the assigned chapters in the textbook, submit assignments on the due dates, study for the exams, and enjoy yourself throughout the experience.

**Student Assignments**

Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in IBUS 1301.

**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
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. 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.

### **Grading Criteria**

I will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. I welcome your observations on what you discover and may be able to assist you in finding resources that will improve your performance.

### **HCC Policy Statements**

Access Student Services Policies on their website:

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

### **Access DE Policies on their Web site:**

*All students are responsible for reading and understanding the DE Student Handbook, which contains policies, information about conduct, and other important information. For the DE Student Handbook click on the link below or go to the DE page on the HCC website.*

The **Distance Education Student Handbook** contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:

<http://de.hccs.edu/de/de-student-handbook>

### **Access CE Policies on their Web site:**

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

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