

Course Syllabus

Principles of Exports

IBUS 1301

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| **Semester with Course Reference Number (CRN)** | Fall 2015#70780 |   |
| **Instructor contact information (phone number and email address)** | steven.woodland@hccs.edu713-718-5832 |   |
| **Office Location and Hours** | Room 900 M, Next to The Commons, Spring Branch campus,Noon – 3 pm Monday - Thursday |   |
| **Course Location/Times** | J. D. Boney Building, Room 205, Central Campus, 9 am – Noon, Friday |   |
| **Course Semester Credit Hours (SCH) (lecture, lab) If applicable** |

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

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| **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, licensing of products, documentation, commercial invoices, and traffic procedures. Application to human and public relations, 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
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| **Academic Discipline/CTE Program Learning Outcomes** | PSLO #1-Identify global issues and trends impacting global business and operations.PSLO#2 –Identify external global environmental factors (socio-cultural, economic, legal, political and technological) and  international trade management issues within global operationsPSLO#3-Employ various sources of international business research (including government, private and non-profit or non-governmental sources) for strategic decision-makingPSLO#4- Evaluate export and import management operations and/or policies necessary  in international trade |   |
| **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 -ReadingFoundation Skills - Basic -WritingFoundation Skills - Basic -MathematicsFoundation Skills - Basic -ListeningFoundation Skills - Basic -Speaking**Prepare appropriate export documents and responses to requests for quotation.**Foundation Skills - Basic -ReadingFoundation Skills - Basic -WritingFoundation Skills - Basic -MathematicsFoundation Skills - Basic -ListeningFoundation Skills - Basic -Speaking**Apply export processes and procedures to public, customer and employee relationships.**Foundation Skills - Basic -ReadingFoundation Skills - Basic -WritingFoundation Skills - Basic -MathematicsFoundation Skills - Basic -ListeningFoundation Skills - Basic -Speaking**Apply export processes and procedures to such functional areas as finance and accounting.**Foundation Skills - Basic -ReadingFoundation Skills - Basic -WritingFoundation Skills - Basic -MathematicsFoundation Skills - Basic -ListeningFoundation Skills - Basic -Speaking |   |
| **Instructional Methods** | Hybrid |   |
| **Student Assignments** | **Explain documentation, logistics, and transportation of export management.**Exams and group PowerPoint project**Prepare appropriate export documents and responses to requests for quotation.**Exams and group PowerPoint project**Apply export processes and procedures to public, customer and employee relationships.**Exams and group PowerPoint project**Apply export processes and procedures to such functional areas as finance and accounting.**Exams and group PowerPoint project |   |
| **Student Assessment(s)** |  |   |
| **Instructor's Requirements** |

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| **EXAMS**Three (3) exams     |
| **ASSIGNMENTS**There will be one group PowerPoint presentation to the class.There will be one individual report to the class regarding an export success story.**EXTRA CREDIT OPPORTUNITIES**Extra credit may be available during the semester as announced by the instructor. **ATTENDANCE**Attendance is very important and will be a major part of the Participation grade. |

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| **Program/Discipline Requirements: If applicable** |  |   |
| **HCC Grading Scale:** |

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| 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.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**  |

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| **GRADE COMPUTATION:** |
| **3 TESTS                                           75%****Group PPT Presentation 15%****Individual Report 10%**  |
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| **Instructional Materials** | A Basic Guide to Exporting / Doug Barry, editor. -- 11th edition. “A publication by the U.S. Department of Commerce.” Download at export.gov/basicguide. |  |
| **HCC Policy Statement:** *ADA- Services to 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 only authorized to provide only the accommodations requested by the Disability Support Services Office. The ADA counselors:**Northwest** ADA Counselors:        **Lisa Parkinson** – 713.718.5422  (officed at Spring Branch)                                                   **Dr. LaRonda Ashford** – 713.718.5409  (officed at Katy) |   |
| **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 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> |  |