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**TQF.5 Course Report**

**Course Code :** IBP3317

**Course Title :** Export-Import Procedure and Management

**Credits :** 3(3-0-6)

**Semester /Academic Year :** 1 / 2020

**Students :** Bachelor of Business Administration **Program in** International Business

**Lecturer(s) :** Dr.Yingsak Vanpetch

International College, SuanSunandhaRajabhat University

**Course Report**

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| **Institution** : Suan Sunandha Rajabhat University**Campus/Faculty/Department** : International College |
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**Section 1: General Information**

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| **1. Course Code and Title :** IBP3317 Export-Import Procedure and Management |

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| **2. Pre-requisite (if any) :** None |
| **3. Faculty Member(s) Teaching the Course and Sections** Dr.Yingsak Vanpetch **Sections:** 01  **Room No.**  201  |

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| **4. Semester and Academic Year**Semester 1 Academic Year 2020 |

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| **5. Venue** International College, Nakhon Pathom Education Center  |

**Section 2 : Actual Teaching Hours Compared with**

**Teaching Hours Specified in the Teaching Plan**

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| **1. Number of actual teaching hours compared with the teaching plan** |
| **Topics** | **No. of teaching hours in the plan** | **No. of actual teaching hours** | **Reason(s) (in case the discrepancy is more than 25%)** |
| **Topic 1** Trade and International Trade Group* Roles and significance
* WTO
* Types of certificate of origin
 | 3 hours | 3 hours | - |
| **Topic 2** Business Operation in International Trade* Types of business operation
* International structure of export-import business
 | 3 hours | 3 hours | - |
| **Topic 3** Business Procedure for Entrepreneur* Terms and agreement
* Offer and negotiation
* Export-import documentation
 | 3 hours | 3 hours | - |
| **Topic 4** International Transaction* C.W.O.
* C.A.D.
* C.O.D.
* Bill for collection
* Consignment
 | 3 hours | 3 hours | - |
| **Topic 5** Letter of Credit* Definition
* Types
* Issuing process
* Amendment
 | 3 hours | 3 hours | - |
| **Topic 6** Credit Transaction through Banks* T/R
* Process
* Benefits of shipping guarantee
* Policies
* Types
 | 3 hours | 3 hours | An hour dominated for the midterm exam review  |

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| **Topics** | **No. of teaching hours in the plan** | **No. of actual teaching hours** | **Reason(s) (in case the discrepancy is more than 25%)** |
| **Topic 7** Field Trip: Thai Customs* Customs Clearance
 | 3 hours | 2 hours |  |
| **Topic 8** Export Transportation Management* Types
* Container freight
 | 3 hours | 3 hours |  |
| **Topic 9** Import Transportation Management* Modes
* Procedures and processes
* Tax and fee assessment
 | 3 hours | 3 hours | - |
| **Topic 10** International Merchandise Insurance* Types
* Insurance form
* Loss and damage
* Exclusions
* Duration
 | 3 hours | 3 hours | - |
| **Topic 11** International Exchange Rate* Foreign exchange market
* System
* Types
* Gold standard
 | 3 hours | 3 hours | - |
| **Topic 12** Export market Research* Definitions
* Exporting decision factors
* Scope
* Types
* Research method
 | 3 hours | 3 hours | - |
| **Topic 13** Strategy for Foreign Market* Marketing
* Analysis
 | 3 hours | 3 hours | - |
| **Total** | **45** | **44** |  |
| **2. Topics that couldn’t be taught as planned** |
| **Topics that couldn’t be taught (if any)** | **Significance of the topics that couldn’t be taught** | **Compensation** |
| None | None | None |
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| **3. Effectiveness of the teaching methods specified in the Course Specification**  |
| **Learning Outcomes** | **Teaching methods specified in the course specification** | **Effectiveness****(Use 🗸)** | **Problems of the teaching method(s) (if any) and suggestions** |
| **Yes** | **No** |
| 1. Morals and Ethics | 1. Group activities
2. Classroom attendance
3. Case study
 | 🗸 | - | - |
| 2. Knowledge | 1. Mid-term examination
2. Final examination
3. Group activity
 | 🗸 | - | Student worked better in group task. Thus, lecturer should assign more group activities. |
| 3. Cognitive Skills | 1. Cooperative learning
2. Quiz
3. Group discussion
 | 🗸 | - | Cooperative learning method could help student integrate their knowledge with real business situation. So, lecturer should create more cooperative learning activities for students. |
| 4. Interpersonal Skills and Responsibilities | 1. Cooperative learning
2. Group discussion
3. Group discussion
 | ✓ | - | Smart students should help less smart students to learn. So, lecturer should carefully divide group with the mix of students. |
| 5. Numerical Analysis, Communication and Information Technology Skills | 1. Group activity
2. Group project
3. Group discussion
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| **4. Suggestions for Improving Teaching Methods** Group activities, discussion and cooperative learning should be carefully assign to students, such as smart student should be grouped with less smart students to let them help less smart students complete the task.  |

**Section 3 : Course Outcomes**

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| **1. Number of registered students** : 32  |

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| **2. Number of students at the end of semester** : 32 |

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| **3 Number of students who withdrew (W)** : None |
| **4. Grade distribution**

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| Grade | No. of students | Percentage |
| A | 1 | 6.67 |
|  A- | 2 | 13.33 |
|  B+ | 4 | 26.67 |
| B | 2 | 13.33 |
|  B- | 4 | 26.67 |
|  C+ | 2 | 13.33 |
| C | - | - |
| C- | - | - |
| D+ | - | - |
| D | - | - |
| D- | - | - |
| F | - | - |
| Incomplete (I) | - | - |

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| **5. Factors causing unusual distribution of grades (If any)** None  |

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| **6. Discrepancies in the evaluation plan specified in the Course Specification** |
|  6.1 Discrepancy in evaluation time frame |
| Details of Discrepancy | Reasons |
| None | None |

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|  6.2 Discrepancy in evaluation methods |
| Details of Discrepancy | Reasons |
| None | None |

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| **7. Verification of students’ achievements** |
| Verification Method(s) | Verification Result(s)  |
| 1. Interview2. Group discussion3. Question & answer | 1. Students liked to go for more field trip to learn about Export-Import2. Students can analyze Export-Import Procedure situation based on a given case study.3. Students can apply Export-Import concept with their real life. |

**Section 4 : Problems and Impacts**

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| **1. Teaching and learning resources** |
| **Teaching Problems:** None | **Impacts on students’ learning :** None |
| **Learning Resources Problems:**None | **Impacts on students’ learning :** None |

**2. Administration and organization**

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| **Problems from administration**None | **Impacts on students’ learning** None |
| **Problems from organization**Need to rearrange the time schedule due to students need to go for a field trip | **Impacts on students’ learning**Students had to study the topic before the class.  |

**Section 5 : Course Evaluation**

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| **1. Results of course evaluation by students**  |
| * 1. Important comments from evaluation by students

 This course allows students to apply export-import concept learnt in the classroom with real practice.  |
|  1.2 Faculty members’ opinions on the comments in 1.1 Lecturer should assign more cooperative learning tasks to encourage students to apply their knowledge in the creative way. |
| **2. Results of course evaluation by other evaluation methods** |
| 2.1 Important comments from evaluation by other evaluation methods Students had a chance to learn from expert in Thai Customs. So that they can apply knowledge learnt from the field trip with their life. |
|  2.2 Faculty members’ opinions on the comments in 2.1 It is a good opportunity for students to learn from the expert.  |

**Section 6 : Improvement Plan**

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| **1. Progress of teaching and learning improvement recommended in the previous Course Report** |
| Improvement plan proposed in Semester 3Academic year 2017 1. Conducting a field trip for students

  | Results of the plan implementation (In case no action was taken nor completed, reasons must be provided.)1. The field trip had been conducted as planned.
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| **2. Other improvements** There is a plan of using cooperative learning with some topics to help students to learn and practice more effectively. |

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| **3. Suggestions for improvement for Semester \_2\_ Academic year \_2019\_** |
| Suggestions | Time Frame | Responsible person |
| A plan to use cooperative learning with students | Throughout the semester | Dr.Yingsak Vanpetch |
| **4. Suggestions of faculty member(s) responsible for the course**  None |

**Responsible Faculty Member/Coordinator:** Dr.Yingsak Vanpetch

Signature......................................... Submission Date 25 December 2020

**Chairperson/Program Director:** ……………………………………..…………….

Signature............................................. Receipt Date ........................................