

## TEACHING PLAN FOR

- **INTERNATIONAL CONTRACTING AND TRADE**

### 1. Basic description

**Name of the course:** International Contracting and Trade

**Academic year:** 2010-2011

**Year:** 2nd

**Term:** 3rd

**Degree / Course:** Bachelor's Degree in International Business and Marketing

**Code:** 42301

**Number of credits:** 6

**Total number of hours committed:** 150

**Teaching language:** English

**Lecturer:**

Bloc International Contracting: Miquel Llimona i Balcells.

Bloc International Trade: Andy Coles

**Timetable:**

**GROUP 1:** Monday: 14.30 – 16.00

Seminars:

Friday: 1B-14:35 –15:30 / 1C - 15:35 – 16:30 / 1A - 16:35 – 17:30

**GROUP 2:** Monday: 17.45 – 19.15

Seminars:

Friday: 2B- 18:05 – 19:00 / 2C - 19:05 – 20:00 / 2A - 20:05 – 21:00

### SURGERY HOURS

International Contracting Bloc: 1 hour every 1<sup>st</sup> week (Tuesdays 19.15 – 20.15).  
Previous appointment required.

International Trade Bloc: 1 hour every 2<sup>nd</sup> week (Tuesdays 19.15-20.15)

### 2. Presentation of the course

International Contracting and Trade is an obligatory 6 ECTS subject situated in the 3<sup>rd</sup> trimester of the 2<sup>nd</sup> year of the International Business and Marketing Degree and has two differentiated blocs in International Contracting and International Trade.

### INTERNATIONAL CONTRACTING BLOC

International Contracting is programmed in the third term of the second year, having the students previously been shortly introduced to Company Law,

offering them a general overview on the main Legal Institutions: companies, contracts or security investment.

The purpose of this course is to offer to the students a perspective of the main elements of International Contracting from a legal point of view. Taking into account that the students are not law students, the course will stress the practical questions rather than the legal ones. Given the students background, the lessons are aimed at providing to future professionals engaged in international commercial operations the basic elements of international contracting, giving practical examples of different international contracts. At the same time the course will show to the students the different solutions available in order to defend the interest of the contracting parties, both in terms of ensuring the payments deriving of such contracts (international warranties, systems of payment, etc..) as well as regarding the fulfillment of each parties obligations, and remedies in case of non fulfillment.

Finally and in view of giving a very practical view of contracting the course will provide an introduction of the principles of the contracting law in different jurisdictions and mainly in these emergent countries that have recently become extremely important in the worldwide trade, such as Asian, or Latin American countries, not forgetting the American and European jurisdiction.

The lessons will also be complemented with a general introduction to the theoretical and doctrinal issues related to international contracting, and especially the main legal provisions governing cross border trading: international Conventions, EU legislation or basic principles of International Private Law. Finally, the students will be introduced with the main legal means to protect foreign investments, basically focusing in Bilateral Investment Treaties.

## **INTERNATIONAL TRADE BLOC**

The course of study aims to develop the basic aspects of International Trade and contextualise them within a working business environment.

The subject's primary objective is to equip the student with the basic skills and working knowledge of the Export transactions of international companies and the logistic framework within which they take place. In achieving this goal, the student will discover and integrate the many aspects of 'International Trade' covered over the duration of the course.

The course demands considerable reading and comprehension prior to the lecture classes, a fundamental pre requisite of the course and imperative for fully comprehending the lecture classes. In addition to this information, in the weekly seminars, practical activities will reinforce the competences to be achieved.

### **3. Competences to be achieved in the course**

<b>General competences</b>	<b>Specific competences</b>
<p data-bbox="319 257 702 302">Instrumental competences</p> <p data-bbox="231 336 782 414">G.I.8. Oral and written competence in communicating in English.</p> <p data-bbox="319 448 774 492">General personal competences</p> <p data-bbox="223 515 782 672">G.P.1. Ability to adapt, lead and work in a group that is multicultural, interdisciplinary, competitive, changing and complex nature.</p> <p data-bbox="319 705 774 750">Generic systemic competences</p> <p data-bbox="231 772 710 851">G.S.3. Ability to think globally. G.S.4. Entrepreneurial capability.</p> <p data-bbox="319 884 750 929">Competences for applicability</p> <p data-bbox="223 952 782 1041">G.A.4. Ability to understand and apply the network concept.</p>	<p data-bbox="877 257 1244 302">Disciplinary competences</p> <p data-bbox="805 336 1364 481">E.D.1. Facilitate understanding of the determinants and consequences of international trade and of international financial transactions.</p> <p data-bbox="805 481 1364 638">E.D.6. Understand the primary legal implications of developing business activity, especially with regard to their internationalisation processes.</p> <p data-bbox="877 672 1260 716">Professional competences</p> <p data-bbox="805 739 1364 929">E.P.10. Ability to search, interpret and assess information available in an international environment in order to define target markets, according to the type of company and product.</p> <p data-bbox="805 929 1364 1108">E.P.17. Ability to express and understand spoken and written communication in English at an advanced level in the international business environment.</p> <p data-bbox="805 1108 1364 1254">E.P.19. Ability to adapt to and manage any business or international trade activity in any area of an organisation.</p> <p data-bbox="805 1254 1364 1444">E.P.20. Ability to confront and understand the business culture and environment and propose real solutions to specific problems in the organisation.</p>

The above competences interrelate with the basic competences set out in Royal Decree 1393/2007, namely:

- a. competence to **comprehend knowledge, on the basis of general secondary education**
- b. competence to **apply knowledge** to day-to-day work in international management or marketing, in particular, ability to develop and defend arguments and to solve problems
- c. competence to **gather and interpret** relevant **data**, enabling the development of critical judgements on the economic and social reality
- d. competence to **communicate and transmit information** (ideas, problems, solutions) to a specialised and non-specialised public

e. competence to **develop learning activities** in a relatively autonomous manner.

In order to establish a correspondence between the basic competences and those developed in the degree, these are grouped according to two criteria. Thus, the competences developed in the subject are structured into those that are seen as a development or specification of basic competences and those that define the professional profile of the graduate, with respect to general and specific competences.

Basic competence: **understanding of knowledge**

*Specific competences E.D.1, E.D.6*

Basic competence: **application of knowledge**

*General competences G.S.3.*

Basic competence: **gather and interpret data**

*Specific competences E.P.10*

Basic competence: **communicate and transmit information**

*General competences G.I.8*

*Specific competences E.P.17*

Competences that define the professional profile which are not included under basic competences

In general, these competences combine the following key elements for professionalising students in the area of international business and marketing:

- provide students with the capacity to adapt to dynamic teams and environments
- provide students with the capacity to create their own integral vision of the operation of a business or international marketing project
- provide students with the capacity to take complex decisions and carry out negotiation processes

*General competences G.P.1, G.S.4, G.A.4*

*Specific competences E.P.19, E.P.20*

Own competences of the subject

Ability to resolve the main lawsuits that may arise under basic international trading operations.

## 4. Contents

### INTERNATIONAL CONTRACTING BLOC

1. INTRODUCTION.
2. PRINCIPLES OF CONTRACT LAW.
3. THE DIFFERENT WAYS TO FACE THE INTERNATIONAL CONTRACTS AND TRADE
- 4.- SETTLING YOUR OWN ORGANIZATION IN FOREIGN COUNTRIES
- 5.- PURCHASING A FOREIGN COMPANY
6. RISKS THAT RELATE TO PARTIES
- 7.-DISPUTE RESOLUTION
8. THE PROTECTION OF FOREIGN INVESTMENTS.
- 9.- CONTRACTS IN THE ASIAN EMERGENT COUNTRIES JURISDICTION . PRINCIPLES AND PRACTICAL ASPECTS
- 10.- CONTRACTS IN THE LATIN AMERICAN JURISDICTION. PRINCIPLE AND PRACTICAL ASPECTS .
- 11.- CONTRACTS IN THE NORTH AMERICAN ( AND ANGLO SAXON ) JURISDICTIONS . PRINCIPLES AND PRACTICAL ASPECTS
- 12.- CONTRACTS IN THE EU JURISDICTION. PRINCIPLES AND PRACTICAL ASPECTS .
- 13.- . CLOSURE

### INTERNATIONAL TRADE BLOC

- 1.- THE EXPORT DEPARTMENT
- 2.- MODES OF CARRIAGE
- 3.- EXPORT PRICING POLICY
- 4.- INCOTERMS
- 5.- INTERNATIONAL PAYMENT MECHANISMS
- 6.- RISK MANAGEMENT
- 7.- EXPORT AID AND ASSISTANCE
- 8.- COMMODITY DESCRIPTION AND CODING

## 5. Assessment

### INTERNATIONAL CONTRACTING BLOC

#### Regular evaluation

Assessment elements	Time period	Type of assessment		Assessment agent			Type of activity	Grouping		Weight (%)
		Comp	Opt	Lecturer	Self-assess	Co-assess		Indiv.	Group (#)	
Test of contents and assistance (needed minimum 5 points)	Previous each teaching class	X			X		To allow the following of the teaching lessons.	X		25%

Delivery and presentation of 1 exercise and evaluation of answers (every group, composed of 3/4 students makes a presentation)  (needed minimum 4 points)	-In each seminary session	X		X			Applicati on.	X	X	25%
Final exam (needed minimum 4 points)	Exam week	X					Synthesi s	X		50%

Attendance of the final exam is compulsory and failure to attend the final exam will result in a grade of NON ATTENDANCE.

### September evaluation

It is compulsory to sit the final exam in order to obtain a quantitative grade for the course. The September evaluation has the same score than the June's one, and therefore, the 50% of the score obtained in the questionnaires and the seminar presentation will be kept.

It will be offered to the all the students that do not pass the subject the opportunity of upgrading both the questionnaires and seminars scores, through the resolution of an additional practical case in the final exam.

### COMPETENCE ASSESSMENT

	GI8	GP1	GS3	GS4	GA4	ED1	ED6	EP10	EP17	EP19	EP20	Own
Test of contents before each lesson	X		X		X	X						
Delivery and presentation of 1 exercise	X	X	X	X	X	X	X	X	X	X	X	
Reading of documents previous to the lessons	X					X	X	X	X	X		
Final exam	x					X	X		X	X	X	

### INTERNATIONAL TRADE BLOC

#### Regular evaluation

The final grading of the bloc shall be based around several activities of continuous assessment and a final exam which combined, will evaluate the level attained of the different obligatory competences to be achieved.



assessment elements will mean failure to reach the required pass grade for the course.

All continuous assessment grades will be made public before the last day of class, so students who wish, may choose not to take the exam.

Students who have not reached the continuous assessment minimum requirement and who wish to retake in September, will have to perform an additional presentation (content to be agreed upon with the tutor) also to take place at the time of the written retake.

## COMPETENCE ASSESSMENT

<b>GENERAL COMPETENCES</b>	<b>G.I.8</b>	<b>G.P.1</b>	<b>G.S.3</b>	<b>G.S.4</b>	<b>G.A.4</b>	
PARTICIPATION IN CLASS		X		X	X	
EXPORT DEPT QUIZ	X					
TEST ON CARRIAGE	X					
TEST ON INCOTERMS	X					
TEST ON PAYMENT TERMS	X					
GROUP CASE STUDY		X		X	X	
TEST	X	X	X	X	X	
FINAL EXAM	X	X	X	X	X	
<b>SPECIFIC COMPETENCES</b>	<b>E.D.1</b>	<b>E.D.6</b>	<b>E.P.10</b>	<b>E.P.17</b>	<b>E.P.19</b>	<b>E.P.20</b>
EXPORT DEPT QUIZ	X	X	X	X		
TEST ON CARRIAGE	X	X	X	X		
TEST ON INCOTERMS	X	X	X	X		
TEST ON PAYMENT TERMS	X	X	X	X		
GROUP CASE STUDY					X	X
TEST	X	X	X	X	X	X
FINAL EXAM	X	X	X	X	X	X

## FINAL GRADE FOR THE COURSE

The final grade for International Contracting and Trade will be calculated as the average between the two blocs.

Students must achieve a minimum grade of 5 in each bloc in order to pass the whole course. In case of not reaching the required minimum pass grade in any of the blocs, the obtained grade will be the minimum one and the September evaluation will be of both blocs.

## 6. Bibliography and teaching resources

## INTERNATIONAL CONTRACTING BLOC

- Basic bibliography
- Supplementary bibliography
- Teaching resources

The lessons can be basically prepared with the documents that will be posted, together with the suggested handbook, when indicated. The complementary booklist is only a reference for the students to increase the knowledge on a specific topic, but in any case are necessary to attend the lessons neither to understand the course basic contents.

## HANDBOOK

FOLSOM, GORDON AND SPAGNOLE'S INTERNATIONAL BUSINESS TRANSACCION READER.

By Ralph H. Folsom, Michael Wallace Gordon, John A. Spagnole Jr.  
Copyright 1997  
ISBN 13 - 9780314214775

## COMPLEMENTARY BOOKLIST

- LAW OF INTERNATIONAL TRADE. CROSS BORDER COMMERCIAL TRANSACTIONS.  
Fourth Edition. Jason T Chuah.
- MODELOS BILINGÜES DE CONTRATOS INTERNACIONALES.  
LLAMAZARES, Olegario (Editor). Global Marketing, Madrid, 2010.
- CONTRATOS DE COLABORACIÓN EN EL COMERCIO INTERNACIONAL. GUARDIOLA SACARRERA, Enrique. Editorial BOSCH, segunda edición, Octubre 2004.
- INVERSIONES EXTERIORES, MARCO LEGAL Y ASPECTOS PRÁCTICOS. XIMÉNEZ DE EMBÚN LÓPEZ, Juan. Instituto Español de Comercio Exterior, ICEX, Enero 2005.
- LA PROTECCIÓN DE LAS INVERSIONES ESPAÑOLAS EN EL EXTERIOR. ALTOZANO GARCÍA-FIGUERAS, Hermenegildo. Instituto Español de Comercio Exterior, ICEX.
- PRINCIPIOS UNIDROIT. SOBRE LOS CONTRATOS COMERCIALES INTERNACIONALES. The Global Law Collection. Instituto Internacional para la Unificación del Derecho Privado. Roma, 2004. Thomson Aranzadi.

- GUIA PRÁCTICA DE CONTRATACIÓN INTERNACIONAL. ORTEGA GIMÉNEZ, Alfonso. ESIC, Business & Marketing School, Madrid 2009.
- THE LAW OF CORPORATE FINANCE: GENERAL PRINCIPLES AND EU LAW. Volume II: Contracts in General. MÄNTYSAARI, Petri. Springer, 2010.

GLOSARY OF LEGAL TERMS.

## **INTERNATIONAL TRADE BLOC**

<http://www.amazon.co.uk/Export-Practice-Management-Alan-Branch/dp/1844800814>

[www.el-exportador.com/](http://www.el-exportador.com/)

In English

<http://www.export911.com/>

<http://www.tradeport.org/tutorial/index.html>

In Spanish

<http://www.casce.org/>

Weekly readings posted at Aula ESCI.

## **7. Methodology**

### **INTERNATIONAL CONTRACTING BLOC**

#### **Teaching lessons.**

Previously to every lesson, the students will be invited to prepare readings and other materials detailed in section 8. This previous work will be evaluated at the beginning of each lesson by means of questionnaires that will have to be resolved in 10 minutes.

In the lessons the teacher will focus on explaining the contents and competences of the course, even if in a practical way. After them, the students will be invited to further analyse the lesson contents with specific readings suggested by the teacher, which will be useful to prepare the Seminars.

The teacher will then answer the doubts that the students may still have about the lesson material

#### **Seminars.**

In the seminars, the teacher will divide the class in 4 groups. The teacher will introduce the seminar topic, which will be practice-oriented and

The seminars can be of four different types:

- a. The teacher provide to the 4 groups the same international contract, previously studied in the teaching lessons, and the students will be asked to find inappropriate terms or clauses for this kind of contracts.
- b. The teacher will propose a specific company problem or commercial need, and the students will be asked to select the suitable type of international agreement and even propose the main clauses of it.
- c. A specific company is asking the students to advise it concerning the problems that may arise in several situations. The company wants the student to foresee the consequences of certain agreements or clauses. Every grouping will have to resolve different questions and they will be put together.
- d. Regarding the more theoretical topics, the teacher will provide 4 set of questions (one per grouping). Every grouping will have to make a reasoned presentation of their answers before the rest of the class, and the rest of groupings will evaluate and eventually correct their presentation. Every grouping will put question to the others. The maximum scoring will be obtained by the grouping correctly answering more questions of the rest of students.

Every grouping will have to either provide solutions to specific problems arisen by the teacher.

## **INTERNATIONAL TRADE BLOC**

### **Lecture Classes**

In accordance with the programming established in section 8, students must use the schedule as a study guide. Information is clearly given for study to be performed before the lecture class and also the work to be carried out post lecture.

### **Seminar Classes**

Students within a seminar group will be asked to form sub-groups of 4 to 5 members. A series of programmed activities detailed in section 8 will be covered during the seminar group session, both of individual and group nature.

Problems and exercises, namely the preparation of discussion topics, must be resolved and handed in on an individual basis. These issues will be covered at the beginning of the corresponding seminar class.

### **Surgery Hours.**

There is a surgery of 1 hour every 2<sup>nd</sup> week (Tuesdays 17.00-18.00 during which time the tutor will be available for individual tutorial sessions on a pre-arranged basis. Meeting must be arranged at least 2 working days in advance.

## **8. Scheduling activities**

1) Allocation of hours between theory and practical lessons (based on the number of credits in the curriculum):

3h of lecture and 1 h of seminar

2) Scheduling activities under the curriculum, from:

In the classroom: Lecture classes, Seminars, Face-to-face tutorials

Outside the classroom: Group work, Individual work (reports, exercises...), Independent study.

## INTERNATIONAL CONTRACTING BLOC

Week	Activity in the classroom Grouping/type of activity	Activity outside the classroom Grouping/type of activity
<p>Week 1</p> <p><b>1. INTRODUCTION.</b></p> <p><b>2. PRINCIPLES OF CONTRACT LAW.</b></p> <p>2.1 Introduction to the subject.</p> <p>2.2 Timing of contractual relationship focusing on international trade</p> <p>2.3 Unidroit principles. Principles of different jurisdictions.</p> <p>2.4 General view of different international contracts.</p>	<p>Test of contents and assistance. 1,5 hours of specific activities: Lecture, questions &amp; answers. Oral test of reading and comprehension.</p>	<p>Specific activity previous to the Lecture, reading of the following documents:</p> <ol style="list-style-type: none"> <li>1. General information on contracting.</li> <li>2. Abstract on the UNICTRAL guide</li> <li>3. UN Convention on International Sales of Goods.</li> <li>4. UNIDROIT Contract Principles and the way beyond.</li> <li>5. Abstract on the WTO.</li> </ol>
<p>Week 2</p> <p><b>3. THE DIFFERENT WAYS TO FACE THE INTERNATIONAL CONTRACTS AND TRADE (FROM LESS TO MORE IMPORTANT)</b></p> <p>3 Contracting in foreign countries. 4 Letter of Intent. 5 International agreements: agency, distribution, sale of goods, supply, service provider, franchise.</p>	<p>Test of contents and assistance. 1,5 hours of specific activities: Lecture, questions &amp; answers.</p> <p>55m. Seminar: analysis and discussion of the specific topic, previously prepared by the students.</p>	<p>Specific activity previous to the Lecture, reading of the documents to be posted.</p> <p>Specific activity for the seminar to be posted</p>
<p>Week 3</p> <p><b>4.- SETTLING YOUR OWN ORGANIZATION IN FOREIGN COUNTRIES</b></p> <p>4.1 Creating a representative office. Creating a branch of your company.</p> <p>4.2 Creating a subsidiary.</p> <p><b>5.- PURCHASING A FOREIGN COMPANY</b></p> <p>5.1 How to face this challenge. First discussions . Letter of Intend</p>	<p>Test of contents and assistance. 1,5 hours of specific activities: Lecture, questions &amp; answers. Oral test of reading and comprehension</p>	<p>Specific activity previous to the Lecture, reading of the following documents:</p>

<p>5.2 Acquisition of an already existing company.</p> <p>5.3 Due Diligence process .Representations and warranties. Escrow agreements</p>		
<p>Week 4</p> <p><b>(...) 5.- PURCHASING A FOREIGN COMPANY</b></p> <p>5.4 Contract of acquisition</p> <p>5.5 Merger</p> <p>5.6 Joint Venture</p> <p>5.7 Other formulas of association.</p> <p>5.8 Tax aspects, employment aspects</p>	<p>Test of contents and assistance. 1,5 hours of specific activities: Lecture, questions &amp; answers. Oral test of reading and comprehension.</p> <p>55m. Seminar: analysis and discussion of the specific topic, previously prepared by the students.</p>	<p>Specific activity previous to the Lecture, reading of the following documents:</p> <p>Content of the lesson: - C</p> <p>Specific activity for the seminar</p>
<p>Week 5</p> <p><b>6. RISKS THAT RELATE TO PARTIES</b></p> <p>6.1. Payment obligations.</p> <p>6.2. Performance of monetary obligations.</p> <p>6.3 Management of counterparty credit risk.</p>	<p>Test of contents and assistance. 1,5 hours of specific activities: Lecture, questions &amp; answers. Oral test of reading and comprehension</p>	<p>Specific activity previous to the Lecture, reading of the following documents:</p> <p>Content of the lesson:</p>
<p>Week 6</p> <p><b>7.-DISPUTE RESOLUTION</b></p> <p>7.1. Jurisdiction</p> <p>7.2. Arbitration</p> <p>7.3. How to make the choice of the applicable law and jurisdiction.</p>	<p>Test of contents and assistance. 1,5 hours of specific activities: Lecture, questions &amp; answers. Oral test of reading and comprehension.</p> <p>55m. Seminar: analysis and discussion of the specific topic, previously prepared by the students.</p>	<p>Specific activity previous to the Lecture, reading of the following documents:</p> <p>Content of the lesson:</p> <p>Specific activity for the seminar</p>
<p>Week 7</p> <p><b>8. THE PROTECTION OF FOREIGN INVESTMENTS.</b></p> <p>8.1. Common rules.</p> <p>8.2. Foreign Investments in Spain.</p> <p>8.3. Spanish investments abroad.</p> <p>8.4. BTT and DTT.</p>	<p>Test of contents and assistance. 1,5 hours of specific activities: Lecture, questions &amp; answers. Oral test of reading and comprehension</p>	<p>Specific activity previous to the Lecture, reading of the following documents:</p> <p>Content of the lesson:</p>
<p>Week 8</p>	<p>Test of contents and assistance. 1,5 hours of specific activities:</p>	<p>Specific activity previous to the</p>

<p><b>9.- CONTRACTS IN THE ASIAN EMERGENT COUNTRIES JURISDICTION . PRINCIPLES AND PRACTICAL ASPECTS.</b></p>	<p>Lecture, questions &amp; answers. Oral test of reading and comprehension.</p> <p>55m. Seminar: analysis and discussion of the specific topic, previously prepared by the students.</p>	<p>Lecture, reading of the following documents:</p> <p>Content of the lesson:</p> <p>Specific activity for the seminar</p>
<p>Week 9</p> <p><b>10.- CONTRACTS IN THE LATIN AMERICAN JURISDICTION. PRINCIPLE AND PRACTICAL ASPECTS .</b></p> <p><b>11.- CONTRACTS IN THE NORTH AMERICAN ( AND ANGLO SAXON ) JURISDICTIONS. PRINCIPLES AND PRACTICAL ASPECTS</b></p>	<p>Test of contents and assistance.</p> <p>1,5 hours of specific activities: Lecture, questions &amp; answers. Oral test of reading and comprehension</p>	<p>Specific activity previous to the Lecture, reading of the following documents:</p> <p>Content of the lesson:</p>
<p>Week 10</p> <p><b>12.- CONTRACTS IN THE EU JURISDICTION. PRINCIPLES AND PRACTICAL ASPECTS.</b></p>	<p>Test of contents and assistance.</p> <p>1,5 hours of specific activities: Lecture, questions &amp; answers. Oral test of reading and comprehension.</p> <p>55m. Seminar: analysis and discussion of the specific topic, previously prepared by the students.</p>	<p>Specific activity previous to the Lecture, reading of the following documents:</p> <p>Content of the lesson:</p> <p>Specific activity for the seminar</p>
<p>Week final exams</p>		

## INTERNATIONAL TRADE BLOC

Week	Activity in the classroom	Activity outside the classroom	Out of class study hours	In class hours (in mins)	Total study hours
	<b>Grouping/type of activity</b>	<b>Grouping/type of activity</b>			
Week 1	1) GENERAL COURSE INTRODUCTION & GLOBALISATION AND LIBERALISATION OF MARKETS 2) THE EXPORT DEPARTMENT & EXPORT READINESS ASSESSMENT.	READING 1 - EXPORT RISKS AND BENEFITS TO BE READ.	1,5	90	
SEMINAR 1	MAIN PLAYERS IN THE EXPORT DEPARTMENT - QUIZ	REVISION OF EXPORT DEPARTMENT PLAYERS AND JOB DESCRIPTIONS	2	55	

Week 2	1)DOCUMENTARY ORGANISATION IN THE EXPORT DEPARTMENT - INTERNAL AND EXTERNAL. 2) MAIN PLAYER IN THE EXPORT DEPARTMENT & INTRODUCTION TO PACKAGING.	READING 2 - EXPORT DOCUMENTATION PAGES 353-394 BRANCH. READING 3 -THE EXPORT DEPARTMENT & ITS PLAYERS. READING 4 - PACKAGING IN EXPORT	3	90	
Week 3	1) SEA CARRIAGE AND CALCULATION 2) AIR ROAD CARRIAGE	READING 5 - THE 3 MODES OF CARRIAGE AND THEIR CALCULATION RATES	3	90	
<b>SEMINAR 2</b>	<b>TEST ON MODES OF CARRIAGE</b>	SEMINAR - CLASS TEST	4	55	
Week 4	1) CALCULATION OF FREIGHT RATES & THE PEOPLE INVOLVED 2) EXPORT PLAN AND PRICING	READING 6 - DEVELOPING AN EXPORT PLAN. READING 7- DEVELOPING EXPORT PRICING POLICY	2	90	
Week 5	1) INCOTERMS 2000 TO INCOTERMS 2010 & SALES THROUGH THE RIGHT CHANNEL 2) INCOTERMS IN DETAIL	READING 8 - INCOTERMS FROM 2000 TO 2010. READING 9 -THE RIGHT SALES CHANNEL. READING 10 - INCOTERMS IN DETAIL UPDATED	3	90	
<b>SEMINAR 3</b>	<b>TEST ON INCOTERMS</b>	SEMINAR - CLASS TEST	4	55	
Week 6	1) EXPORT PRICING IN DETAIL 2) DIFFERENT PAYMENT METHODS	READING 11 - METHODS OF PAYMENT	2	90	
Week 7 .	1) DOCUMENTARY CREDITS 2) RISK MANAGEMENT AND CARGO INSURANCE	READING 12 - DOCUMENTARY COLLECTIONS. READING 13 - RISK MANAGEMENT AND CARGO INSURANCE.	3	90	
<b>SEMINAR 4</b>	<b>TEST ON PAYMENT TERMS</b>	SEMINAR - CLASS TEST	4	55	
Week 8	1) RISK MANAGEMENT AND CARGO INSURANCE CLASS 2. 2) EXPORT AID AND ASSISTANCE	READING 14 - EXPORT AID AND ASSISTANCE.	3	90	
Week 9	1) THE HARMONIZED SYSTEM 2) COMBINED NOIMENCLATURE & TARIC + ORIGEN OF GOODS	READING 15 THE HARMONIZED SYSTEM ET AL.	2,5	90	
<b>SEMINAR 5</b>	<b>CASE STUDY EXERCISE</b>	COSTING + INCOTERMS REVISION	2	55	
Week 10	1) VAT/INTRASTAT/ FREE CIRCULATION OF GOODS/WAREHOUSING 2) REVISION CLASS ON CALCULATIONS OF FREIGHT COST S AND EXPORT PRICING + CREDIT RISK CONSIDERATIONS	READING 16 - COMBINED READING OFVAT/INTRASTAT/FREE CIRC OF GOODS/ WAREHOUSING. READING 17 - CREDIT RISK CONSIDERATIONS	3	180	
EXAM WEEK	FINAL EXAM	REVISION OF FULL COURSE	10	120	
				1385	1437
			52	23,1	75,1