**Course Specification**

**Subject Code ITT2203 : Documentation for International Trade**

**International Trade Innovation, College of Innovation and Management**

# Suan Sunandha Rajabhat University Semester 02 Year 2022

|  |  |
| --- | --- |
|  **1. Subject Code and Title**  |  **Section 1 General Information**  |
|  Subject code  | ITT2203 |
|  Subject title in Thai  | -  |
|  Subject title in English  | Principles of Management |
| 1. **Number of Credits**
2. **Subject Course**
 | 3(3-0-6) |
|  3.1 Curriculum Type   |  Bachelor of Business Administration (International Trade Innovation) (International Program)  |
|  3.2 Subject Type  **4. Responsible Lecturer**  |  Major Requirement Courses  |
|  4.1 Subject Representative Lecturer Miss Montipa Vilasthip 4.2 Teacher Miss Montipa Vilasthip**5. Contact Point**  E – Mail: |

**6. Semester / Academic Year**

 6.1 Semester 2/2022

 6.2 Available for 29 persons approximately

**7. Pre-requisite subject** (If any)No

**8. Co-requisite subject** (If any) No

1. **Study Location** Suan Sunandha Rajabhat University
2. **Date of preparation or revision /**  3 Feb, 2022

**Section 2: Goals and Objectives**

# 1. Subject’s Goals

This course describes issue documentation and processing involves export and import terms with international payment.

**2. The objectives in developing / updating the course**

2.1. To give processing of documentation

2.2. To identify importance of international trade document

**Section 3: Description and Work Implementation**

# Course Description

Study of trading documents, import and export procedure, business Agreement, international trade documents in import, export, transportation, insurance, and banking documents including importers and exporters in Free trade agreement.

# 2. Teaching Hours (per semester)

|  |  |  |  |
| --- | --- | --- | --- |
|  **Lecture (hours)**  | **Additional tuition (hours)**  |  **Fieldwork / Training (hours)**  |  **Self-Study (hours)**  |
| 48 (3 hours x 16 week)  | -  |   |   |

# 3. Advising Hours and Personnel Academic Advising Hours

3.1 Consult personally at the teacher’s room, 3rd floor, College of International Trade Innovation 3.2 Consult through the phone at work / mobile number

 3.3 Consult via electronic mail (E-Mail)

**Section 4: Learning Outcomes Development of the Students**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Course** | **1. Morals and Ethics** | **2. Knowledge** | **3. Cognitive Skills** | **4. Interpersonal Skills and Responsibility** | **5. Numerical Analysis, Communication and Information Technology Skills** |
| **1** | **2** | **3** | **4** | **1** | **2** | **3** | **1** | **2** | **3** | **1** | **2** | **3** | **4** | **5** | **1** | **2** | **3** | **4** |
| ITT1201 | Principles of Management | 🞅 | 🞅 | 🞅 | 🞅 | 🞅 | 🞅 | ⬤ | ⬤ | 🞅 | 🞅 | 🞅 | ⬤ | 🞅 | 🞅 | 🞅 | ⬤ | ⬤ | 🞅 | 🞅 |

# 1. Morality, Ethics

## 1.1 The development of morality and ethics

(4) Respectfulness towards laws and regulations of the organizations and society

* 1. **Teaching Methods**
1. Inquiry-Based Learning: This is a learning process that is based on inquiry or asking questions. Through asking challenging questions learners get intrinsically motivated to start delving deeper to find answers for these questions and in doing so they are exploring new avenues of knowledge and insight.

##  1.3 Evaluation Methods

1. Evaluation based on involvement in education, questioning and answering questions

# 2. Knowledge

##  2.1 Developing Knowledge

 (2) Understand and analyze the principles of other sciences related to International Trade Innovation and apply the knowledge or use it as the foundation of International Trade Innovation.

## Teaching Methods

1. Education with focus on providing the students with abilities to learn in the classroom and acquire more knowledge outside the classroom
2. Education with emphasis on the students’ interest in tandem by getting the students to study more the issues of interest through preparation of reports, determination of issues for group discussions and case studies
3. Focus on practice to enhance skills such as special activities related to public relations, writing for public relations and corporate communications, etc.
4. Observing activities at prominent agencies, organizations and emphasis on public relations and corporate communications

## Evaluation Methods

1. Assessment based on behavior, interest and involvement in education, questioning and answering questions
2. Evaluation based on the results of study, research, group reports, group discussions, analysis of case studies and organizing co-curricular activities
3. Evaluation based on the results of practicing organizing special events such as press conference, listening to lectures and workshops
4. Assessment based on the final exams, including the results of assessing the teacher at the end of the semester

# 3. Cognitive Skills

 3.1 Developing Intellectual skills

(1) Ability to remember, understand, apply, analyze and synthesize, evaluate and create knowledge from the academic principles that have been studied

(2) Ability of solving problems in International Trade management by using all principles

## 3.2 Teaching Methods

1. Education that focuses on providing the students with abilities to learn in the classroom and acquire more knowledge outside the classroom
2. Education with focus on the students’ interest in tandem by getting the students to study additionally the issues of interest through preparation of reports, determination of issues, group discussions and case studies
3. Education with emphasis on the exchange of knowledge and experiences between the teacher and students and between the students and students
4. Focus on practicing and participation in co-curricular activities to integrate the knowledge into practice concretely

## 3.3 Evaluation Methods

1. Assessment based on behavior, interest and participation in education, questioning and answering questions
2. Evaluation based on the results of study, research, group reports, group discussions , analyzing case studies and reporting
3. Evaluation of practicing and participation in co-curricular activities to integrate the knowledge
4. Evaluation based on answering review questions of the chapter and at the end of the semester, including the results of assessing the teacher at the end of the semester

# 4. Interpersonal Skills and Responsibility

##  4.1 Developing Interpersonal Skills and Responsibility

(1) Having skills in interpersonal communication related to public relations and corporate communications such as negotiation, persuasion, conflict management and teamwork, etc.

(2) Having skills in building and maintaining relationships with colleagues and stakeholders

## 4.2 Teaching Methods

1. Incorporating experiences, including related and actual events in the society to explain in support of education
2. Study by analyzing case studies related to interpersonal relationships and responsibility
3. Practicing group work such as reports, discussions, special projects or business models
4. Using a teaching method typical of role playing to encourage the students to have realistic experience
5. Education with focus on the exchange of knowledge and experiences between the teacher and students and between the students and students
6. Focus on practicing and participation in co-curricular activities to integrate the

knowledge into practice concretely

## 4.3 Evaluation Methods

1. Evaluation based on participation in education, questioning and answering questions
2. Evaluation based on the analysis of case studies
3. Evaluation based on practicing group work
4. Evaluation based on the conclusions and results of role playing
5. Consideration based on the changes in attitude and behavior related to interpersonal

communication and responsibility

# 5. Skills in Numerical Analysis, Communication and Using Information Technology

## 5.1 Skills in Numerical Analysis, Communication and Using Information Technology needed to Develop

(1) Applying skills of English language in explaining principles as well as the gravity of the situation and communicate effectively

(2) Using information technology to collect data and producing reports together with report presentation

## 5.2 Teaching Methods

1. Incorporating experiences as well as related and actual events in the society

## 5.3 Evaluation Methods

1. Evaluation based on involvement in education, questioning and answering questions
2. Assessment based on the analysis of case studies
3. Evaluation based on Blog Facebook and Website assigned to the students
4. Evaluation based on the results of learning outside the classroom and discussions to share experiences

**Notes**

 Symbol ● represents the main responsibility.

Which will appear on the map showing the distribution of responsibilities, learning outcome standard from the curriculum to course (Curriculum Mapping)

**Section 5: Teaching Schedule and Evaluation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Week**  | **Topic / Details**  | **No. of hours**  |  | **Educational Activities / Mediums for Use**  | **Lecturer**  |
| 1  | **Chapter 1: Introduction and importance of international documentation**  | 3  | --  | LectureHybrid onsite, Online, On DemandE-book: Exercise, Questions & Answers  | Montipa Vilasthip |
| 2  | **Chapter 2: Management of documents** | 3  | --- | Lecture Hybrid onsite, Online, On DemandActive learning: Each group finds info about Various aspects of kind of leader, Questions & Answers  | Montipa Vilasthip |
| 3  | **Chapter 3: Documents of Exporter** | 3  | - -   | Lecture Active learning: Work book: Exercise, Questions & Answers  | Montipa Vilasthip |
| 4  | **Chapter 4 Documents of freight forwarder** | 3  | --   | Lecture Work book: Exercise, Questions & Answers  | Montipa Vilasthip |
| 5  | **Chapter 5 Documents of Shipping line** | 3  | - - | Lecture Work book: Exercise, Questions & Answers | Montipa Vilasthip |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6 | **Chapter 6 Documents of cargo insurance**  | 3  | - -   | Lecture Active learning: Work book: Exercise, Questions & Answers  | Montipa Vilasthip |
| 7 |  **Chapter 7 Documents of Importer**  | 3  | - -  | Lecture Active learning: Case studyWork book: Exercise, Questions & Answers  | Montipa Vilasthip |
| 8 | Midterm Exam |  |  |  |  |
| 9  |  **Chapter 8 Documents of customs clearance**  | 3  | - -  | Lecture Active learning:Case studyWork book: Exercise, Questions & Answers  | Montipa Vilasthip |
| 10 | **Chapter 9 Documents of Benefit agreements** | 3 |  --  | Lecture Active learning:Case studyWork book: Exercise, Questions & Answers  | Montipa Vilasthip |
| 11 | **Chapter 10 Flow out of all international documents** | 3 |  | Lecture Active learning:Case studyWork book: Exercise, Questions & Answers | Montipa Vilasthip |
| 12 | **Chapter 11 Group discussion**  | 3 | - -  | Lecture Active learning:Case studyWork book: Exercise, Questions & Answers  | Montipa Vilasthip |
| 13 | **Chapter 12 Others documents of loading and packing** | 3 |  | Lecture Active learning:Case studyWork book: Exercise, Questions & Answers | Montipa Vilasthip |
| 14  | **Chapter 13 Documents of financial**  | 3  |     | Lecture Work book: Exercise, Questions & Answers Final Project Presentation Review chapters 5-8  | Montipa Vilasthip |
| 15 | **Case study or Presentation** | 3 |  | Presentation | Montipa Vilasthip |
| 16  |  | **Final exam**  |  |   |

# 2. Plan for Evaluating the Learning Outcomes

*(Specify the ways to evaluate the results of learning each sub topic as shown on the map showing the distribution of responsibilities of the course.)*

*(Curriculum Mapping) as stipulated in the description of the course, the week of evaluation and the proportion of assessment)*

|  |  |  |  |
| --- | --- | --- | --- |
|  **Learning Outcomes**  | **Ways to Assess the Learning Outcomes**  |  **Week of Evaluation**  | **Proportion of Evaluation**  |
| Ch 1-7  |  Behavior and participation in the classroom  | Every week  | 10  |
| Ch 8-13  |  Individual practice  | 6-7  | 10  |
| Ch 1,3,4,6,8  | Practicing of individual groups  |  10-11,14-15  | 10  |
| Ch 1-7  | Midterm exam  | 8  | 30  |
| Ch 8-13  |  Final exam  | 16  | 40  |

**Section 6: Teaching and Learning Resources**

# 1. Main Textbooks and Documents

- Management a practical introduction, kinicki williams

**Section 7: Evaluation and Improving the Implementation of the Course**

# 1. Strategies to Evaluate Effectiveness of the Course by Students

 1.1 The Curriculum Management Committee jointly considers the guidelines for measurement, evaluation and exam papers.

 1.2 Explaining the importance of improving the course and the roles of students to the students for evaluating effectiveness of the course as stakeholders of course management

 1.3 Promoting evaluation of potential before and after learning by the students themselves

 1.4 Creating the atmosphere of exchanging views on effectiveness of the course between the students and the teacher during the semester

#  2. Strategies for Teaching Assessment

 2.1 Assessment by mainly focusing on participation of the students, e.g. consideration based on behavior and involvement of students

 2.2 Assessment by the viewpoints of the teacher such as evaluating the potential for teaching according to the stipulated teaching plan, consideration based on the teaching and learning atmosphere

 2.3 Assessment based on the students’ learning outcomes

 2.4 Consideration based on the teaching assessment of students

# 3. Teaching Improvement

 3.1 Processing data from the teaching evaluation under Section 2 to summarize the weaknesses, strengths, problems, obstacles, and proposals so as to improve teaching

 3.2 Doing research in the classroom to develop the model and methods of teaching

 3.3 Seeking and improving the teaching techniques and mediums, including creating the teaching and learning atmosphere

 3.4 Consideration by the Curriculum Management Committee

# 4. Verification of Achievement Standard of Students in the Course

 4.1 Consideration by the Curriculum Management Committee

 4.2 Consideration of consistency between the learning results and the quality of group work and individual work assigned to the students throughout the semester

4.3 Assessing the appropriateness of teaching management plan, educational activities, assignments, measurement and evaluation of learning results and description of the course and the course’s objectives

4.4 Cooperation with the teacher of the next course in evaluating the results of learning the previous course

# 5. Action to review and plan the improved effectiveness of the course

 5.1 Examination of the information from assessment under Chapter1-10 to summarize the issues that need improvement , correction or promotion for having the enhanced standards

 5.2 Study of information about both academic and professional changes

 5.3 Planning for improving effectiveness of the course, taking action to implement and evaluate regularly

 5.4 Presentation to the Curriculum Management Committee for joint consideration

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