

MINISTRY OF EDUCATION AND TRAINING
LAC HONG UNIVERSITY

COURSE SYLLABUS

<125010 - IMPORT AND EXPORT BUSINESS>

1. General information

Course Name (Vietnamese):	Import and export operations
Course Name (English):	Import and Export Business
Course code:	125010
Knowledge block:	Majors
Faculty/Course in Charge:	Faculty of Administration - International Economics
Lecturers in charge:	M.A. Nguyen Thi Bich Thuy Email: thuyntb@lhu.edu.vn
Lecturers participating in teaching:	M.A. Tran Thi Kim Chi Email: chittk@lhu.edu.vn
Number of Credits:	2
Theory:	1
Practice:	0
Exercises:	1
Course Status:	Compulsory/Required

2. Course description

The Course equips students with knowledge about import and export business activities, helping students understand the transactions, negotiations, drafting, signing and organizing the implementation of import and export business contracts in enterprises that have trading activities with foreign traders.

3. Course learning outcomes

Table 1: Course learning outcomes (CLOs)

Course learning outcomes (CLOs)	Contents Course learning outcomes	Bloom domain/Bloom level	Program learning outcomes PLOs
CLO1	Apply general knowledge in import-export activities.	Knowledge (3)	PLO1 (PI1.2)
CLO2	Implement negotiation processes and fulfill import-export contracts for various types of clients.	Knowledge (3)	PLO3 (PI3.1)
CLO3	Execute Incoterms applications, international sales contract drafting, and import-export document processing efficiently through written formats.	Skills (3)	PLO6 (PI6.1)
CLO4	Appreciate the ability to learn and research to meet the learning requirements of practice.	Attitude (3)	PLO9 (PI9.2)

4. Course content, Lesson plan

Table 2: Course content, teaching plan

Week	Lessons/ Chapter s	Title /Chapter	Lesson Learning outcomes (LLO)		Operation Teaching and learning	Teaching Methods	Evaluation Methodolog y	Refe rence s
1	Chapter 1	Overview of International Business 1.1 Concept of international business activities 1.2 Foreign trade policy and instruments affecting foreign flows National Merchant 1.3 Legal documents to know when conducting international business 1.4 International forms of business	LLO1.1 CLO1	Apply knowledge of international business, situations in international business	Teachers introduce the overview of the modules, regulations and learning pathways. Students get acquainted with new knowledge by listening, observing and asking questions.	+Lectures + Group discussion	+ Quizzes and multiple-choice tests + Short question answers	[2]

2,3	Chapter 2	International Trade Conditions (Incoterms 2020) 2.1 General Introduction 2.2 Structure of Incoterms 2.3 Contents of Incoterms 2020 conditions	LLO2.1 CLO3	Execute precise price determination tasks based on Incoterms.	Students listen to lectures, do homework on Incoterms	+ Lecturing + Exercises	+ Quizzes and multiple-choice tests + Essay Examination	[2], [3]
4	1st Midterm	Testing	LLO2.2 CLO4	Appreciate the fact that students determine the Incoterms 2020 articles on their own in the midterm exam.	Students do their own homework to determine price operations related to Incoterms	+ Exercises	+ Practice Tests	
5	Chapter 3	Foreign Trade Contracts 3.1 General issues of foreign trade contracts 3.2 Requirements of a foreign trade contract	LLO3.1 CLO1	Applying the terms of the import-export contract	Teachers lecture the contents of Incoterms, guide reading materials.	+ Lecturing + Group discussion	+ Quizzes and multiple-choice tests	

		3.3 Layout of a foreign trade contract 3.4 The content of a foreign trade contract - Practice exercises					+ Short-answer test	
7	Chapter 3	Foreign Trade Contracts 3.5 Points to note when drafting a foreign trade contract	LLO3.2 CLO3	Excute import-export contract procedures with high precision.	Teachers guide students to practice reading, comprehension and translation of import and export contracts Students practice according to instructions	+ Didactic Questioning	+ Short-answer test	[2]
8	Chapter 4	Set of documents in international payments 4.1 Documents on goods (commercial invoices, goods packing slips, inspection documents, certificates of	LLO4.1 CLO3	Excute implementation of documents in international payments	Teachers lecture and read materials Students practice according to instructions	+ Lecturing + Exercises	+ Practical Assessment + Essay examination	[1], [2]

		origin) 4.2 Transport documents (Booking note, Bill of Lading, Arrival Notice, Delivery order) 4.3 Insurance documents (insurance certificate, single insurance, loss determination, damage compensation) 4.4 Payment documents (Bills of exchange, cheques; Collection vouchers; money transfer documents; credit documents)						
9	Chapter 5	Negotiation and drafting of foreign trade contracts 5.1 Concept, characteristics and principles of negotiation 5.2 Types of negotiations in business	LLO5.1 CLO2	Negotiating to sign import and export contracts to meet practical needs.	Teachers lecture and read materials Students discuss in groups	+ Lecturing + Didactic Questioning	+ Quizzes and multiple-choice tests + Essay examination	[2]

		5.3 Forms of contract negotiation 5.4 Contract negotiation process						
10	Chapter 6	Organization of the performance of foreign trade contracts 6.1 Export contract performance process 6.2 Import contract performance process	LLO6.1 CLO2	Implementation of import-export contracts	Teachers lecture and read materials Students practice according to instructions	+ Lecturing + Exercises	+ Quizzes and multiple-choice tests + Essay examination	[2]
11	2nd Midterm	Inspection	LLO6.2 CLO4	Appreciate the ability to organize the implementation of contracts suitable for each customer	Teachers assign practical tests	+ Exercises	+ Practice Tests	

5. MAPPING OF COURSE AND LESSON LEARNING OUTCOMES

Table 3: MAPPING OF COURSE AND LESSON LEARNING OUTCOMES

Lesson learning outcomes	Course Learning Outcomes				Evaluation Components
	CLO1	CLO2	CLO3	CLO4	
LLO1.1	X				A1
LLO2.1			X		A1, A3
LLO2.2				X	A2
LLO3.1	X				A1
LLO3.2			X		A1
LLO4.1			X		A2, A3
LLO5.1		X			A1
LLO6.1		X			A3
LLO6.2				X	A2

6. Course assessment

Table 4: Course Assessment

Evaluation Components	Assessment Form	CLOs	Rate (%)
A1. Process	- Quizzes and multiple-choice tests - Short-answer test	CLO1,2,3	30%
A2. Mid-term	- Practice testing	CLO3,4	30%
A3. End of term	- Essay exam	CLO 2,3	40%

7. Course requirements and expectations

- Class attendance: according to the school's regulations
- Students read and study the Course materials provided by the lecturer before each session on the online learning system (LMS - learn.lhu.edu.vn).

- Doing homework on the LMS, answering short questions and quick assignments in class: will be added to the student's process score.

- Perform all stages of group exercises according to the schedule given by the teacher.

8. LEARNING & REFERENCES RESOURCES

8.1 Main Textbook

[1] Doan Thi Hong Van, Kim Ngoc Dat (2021), *Import and Export Management*, Ho Chi Minh City Economic Publishing House

8.2 References

[1] Dinh Xuan Trinh, Dang Thi Nhan (2023), *International Payment Textbook*, Science and Technology Publishing House

[2] Ta Van Loi (2022), *Textbook of Foreign Trade Operations*, National Economics University Publishing House

[3] <https://iccwbo.org/resources-for-business/incoterms-rules/incoterms-2020/>
(Unchanged)

9. SOFTWARE OR TOOLS TO SUPPORT PRACTICE

- Internet
- Google Chrome

General Conventions:

Symbols	Description
PLO/SO	Output standards of the program
Anonymous	Evaluation Index (Intermediate Output Standard)
CLO	Course Learning Outcomes
LLO	Lesson Learning Outcomes
GV	Teacher
SV	Students

Dean/Dean

Dong Nai, ... month... Year 2025

Teachers prepare outlines

Nguyen Thi Bich Thuy

