

DISCOVERY COMMUNITY COLLEGE

SCHOOL OF BUSINESS AND TECHNOLOGY

INTERNATIONAL TRADE MANAGEMENT AND FREIGHT FORWARDING PROGRAMS

International Trade Training [ITT]

International Trade Training and Freight Forwarding [ITT&FF]

International Trade Training and Freight Forwarding with Practicum [ITT&FFP]

Advanced International Trade Management and Freight Forwarding [AITM&FF]

Advanced International Trade Management and Freight Forwarding with Accounting and Finance (AITM&FF & AF)

CURRICULUM GUIDE

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PURPOSE

Each of these programs is designed to provide learners with the knowledge, skills, and attitudes that will enable them to work in the international trade and freight forwarding industries and to build a competitive career in international business. Graduates are prepared to become effective players in the international economy as flexible, multi-skilled business professionals.

PROGRAM DESIGN

Program Name	Classroom Hours/Week	Practicum Hours/Week	Total Weeks	Total Hours
<i>International Trade Training</i>	20	n/a	16	320
To graduate from this program, students must successfully complete all eight FITT courses. Graduates will be awarded a certificate.				
<i>International Trade Training & Freight Forwarding</i>	20	n/a	20	400
To graduate from this program, students must successfully complete the CIFFA ITT and CIFFA EFF courses (13 courses) and all eight FITT courses. Graduates will be awarded a certificate.				
<i>International Trade Training & Freight Forwarding with Practicum</i>	20	80 hrs 4 wks	24	480
To graduate from this program, students must successfully complete the CIFFA ITT and CIFFA EFF courses (13 courses) and all eight FITT courses as well as a practicum. Graduates will be awarded a certificate.				
<i>Advanced International Trade Management & Freight Forwarding</i>	20	160 hrs 4 wks	39	860
To graduate from this program, students must successfully complete the DCC Business Skills, CIFFA ITT and CIFFA EFF, and FITT courses as well as a practicum. Graduates will be awarded a diploma.				

<i>Advanced International Trade Management & Freight Forwarding with Accounting & Finance</i>	20	160 hrs 4 wks	54	1,160
To graduate from this program, students must successfully complete the DCC Business Skills, CIFFA ITT and CIFFA EFF, FITT, and Accounting & Finance courses as well as a practicum. Graduates will be awarded a diploma.				

FITT Credentials

FITT credentials include three levels of recognition and qualifications:

- The FITT Certificate is awarded to any student who has successfully completed any four (4) FITTskills courses.
- The FITT Diploma is awarded to any student who has successfully completed all eight (8) FITTskills courses.
- The CITP designation (Certified International Trade Professional) is awarded to any student who completes their FITTskills diploma, satisfactorily completes their practical work experience requirements, endorses the CITP Standards of Ethical Conduct, and commits to ongoing professional development in the discipline of international business.

Successful completion of the FITTskills courses is assessed by open book multiple choice exams. Three of the courses may be assessed by completion of a project instead of the exam.

These FITT credentials are issued directly by the Forum for International Trade Training.

CIFFA Credentials

Students receive a transcript of their marks after successful completion of each program.

Upon successful completion of both the *CIFFA International Transportation and Trade* (CIFFA ITT) program and the *CIFFA Essentials of Freight Forwarding* (CIFFA EFF) program, students will be awarded the CIFFA Certificate.

These CIFFA credentials are issued directly by the Canadian International Freight Forwarders Association.

DCC Credentials

Upon successful completion of the *DCC Business Skills* program, students will be awarded the DCC Business Skills certificate.

Accounting & Finance Credentials

Upon successful completion of the *Accounting and Finance* program, students will be awarded an Accounting & Finance certificate.

Certificates (and transcripts) will be available at the end of each student's complete program of study.

Schedule

Students will be in class for a minimum of twenty hours each week (except for emergencies). Class schedules vary and will be given to students during their admission to the program. Class times and schedules may change.

Methods of Instruction

Primary methods of instruction will include demonstrations, discussion, practice, individual guidance, group instruction, and class presentations. Homework may be required.

There may be off-campus trips arranged during the program as opportunity and resources allow. Students will be required to supply their own transportation for these.

Work Experience

Three of these programs include a work experience placement. The placement may only be taken after all other program requirements are complete. Students are encouraged to assist in finding placements.

Work experience placements will be at a variety of locations in or near your campus region. However, please note that students may have to travel outside of their home community to attend their placement. Students must be able to attend their placement which may be scheduled on days, evenings, or weekends. Students will be required to supply their own transportation for all off-campus experiences and to assume any related costs.

Course Lists

DCC Business Skills		
<i>Course code</i>	<i>Course name</i>	<i>Course hours</i>
ITM 171	Introduction to Windows	120
ITM 172	MS PowerPoint	
ITM 173	MS Outlook	
ITM 175	MS Office Features & MS Word	
ITM 176	MS Excel	
ITM 183	Financial Accounting	
ITM 184	Business Communication and Writing	40
ITM 571	Employability Skills	20
		300 hours 15 weeks
FITT skills		
<i>Course code</i>	<i>Course name</i>	<i>Course hours</i>
ITM 271	Global Business Environment	40
ITM 272	International Marketing	40
ITM 273	International Trade Finance	40
ITM 274	Global Supply Chain Management	40
ITM 275	International Market Entry Strategies	40
ITM 276	International Trade Research	40
ITM 277	Legal Aspects of International Trade	40
ITM 278	International Trade Management	40
		320 hours 16 weeks
CIFFA international transportation and trade (ITT)		
<i>Course code</i>	<i>Course name</i>	<i>Course hours</i>
ITM 371	Understanding Freight Forwarding	40
ITM 372	Transportation Geography	
ITM 373	Land Transportation	
ITM 374	Air Freight	
ITM 375	Ocean Freight	

ITM 376	Terms of Trade	
		40 hours 2 weeks
CIFFA essentials of freight forwarding (EFF)		
<i>Course code</i>	<i>Course name</i>	<i>Course hours</i>
ITM 471	International Payments parts 1 & 2	40
ITM 472	Export Packaging and Warehousing	
ITM 473	Commercial Documentation	
ITM 474	Transportation Insurance	
ITM 475	Cargo Security and Dangerous Goods	
ITM 476	Costing and Quoting	
ITM 477	Alternative Methods of Transportation	
		40 hours 2 weeks
Accounting and Finance (AF)		
<i>Course code</i>	<i>Course name</i>	<i>Course hours</i>
AF 180	Manual Bookkeeping	118
AF 183	Sage 50 Accounting	118
AF 182	QuickBooks	40
AF 181	Manual Payroll	24
		300 hours 15 weeks
DCC work Experience		
<i>Course code</i>	<i>Course name</i>	<i>Course hours</i>
ITM 671	Practicum (AITM&FF)	160 hours 4 weeks
	Practicum (ITT&FF)	80 hours 4 weeks

LEARNING OUTCOMES

DCC Business Skills

The DCC modules in this program focus on necessary business knowledge and skills in accounting, communication, and computer software applications. Graduates will be able to:

- Create financial statements, analyze their information, and apply knowledge to business challenges
- Communicate effectively in the business environment, with particular attention to business writing, to inter-personal communications, and to effective and appropriate digital communication
- Use the Microsoft Windows operating system to manage computer based records. Use Microsoft Office Suite to record and analyze data, create spreadsheets and manage financial information, create effective written communication, and to make presentations

Forum for International Trade Training (FITT)

The FITTskills portion of this program focuses on the practical aspects of international business using real-life examples from the field of international trade. Graduates will be able to:

- Understand the global business environment and create a strategic plan that incorporates key elements of international business (e.g. market research, financing, legal aspects, documentation, transportation)
- Describe international marketing, explain how to use this knowledge for global success, prepare an international marketing plan
- Describe the importance of research, develop research objectives, conduct international trade research

- Develop a supply chain management strategy, identify documentation used
- Perform strategic-needs assessments, prepare an international market entry strategy plan
- Explain the nature and scope of trade finance, including the impact of technology, the major products and services available, and the need to plan
- Explain legal aspects of international trade, including trade agreements, treaties and conventions, the WTO and NAFTA, competition and anti-trust laws, and protection of property
- Develop a global strategy and prepare an international business plan

Canadian International Freight Forwarders Association (CIFFA)

The two CIFFA modules in this program focus on the transportation of goods internationally as well as the management of risks associated with international trade and proper commercial documentation.

Graduates will be able to:

- Define the essential knowledge and skills required to operate an effective global supply chain; define the duty, code of ethics, and the standard trading conditions of a CIFFA freight forwarder
- Identify significant transportation geography locations
- Identify land transportation routes in Canada, complete various documents and calculations
- Define codes related to air freight (airport, city, airline), complete calculations, complete documentation
- Identify ocean transportation routes and ports, complete calculations, complete documentation
- Use correct terms of trade language, use Incoterms® 2010 (case studies)
- Identify types of letters of credit, interpret the conditions on a letter of credit
- Identify methods of international payments (other than letters of credit), identify the risks, interpret the information
- Identify types of packaging and procedures for cargo stowage for export shipments, identify effective warehouse layout and flow of goods
- Complete various commercial documentation
- Identify types of transportation insurance and associated documentation, complete procedures for claims handling
- Complete costing calculations and prepare a detailed invoice
- Review alternative freight solutions and calculate costs

Accounting and Finance

Graduates will be able to:

- Keep an accurate manual financial record of business transactions
- Use accounting software to present informative financial reports
- Keep an accurate manual and computerized financial record of payroll calculations
- Keep necessary records and prepare documentation required by various agencies
- Calculate and remit moneys to relevant agencies
- Ensure the business organization complies with regulatory requirements

ADMISSION REQUIREMENTS

Applicants must meet all of these admission requirements prior to beginning their program:

- Grade 12 graduation from BC secondary school or equivalent (ABE, GED), or equivalent from another school system OR be a mature applicant (must be 19 years old on the first day of class)
- If a mature applicant then provide proof of completion of grade 10 English from a BC secondary school or equivalent from another school system OR complete a Discovery Community College English assessment

- Submission of completed DCC application forms
- A satisfactory entrance interview with a DCC official
- Applicants who are non-native English language users (who have not completed grade 10 English as described above) must provide proof of satisfactory English proficiency as follows (either IELTS or TOEFL):
 - IELTS overall band score level 6.5 and a minimum score of 6.5 in each of the speaking, listening, reading, writing individual bands
 - TOEFL minimum individual scores of Reading 15, Listening 15, speaking 18, Writing 17

RESOURCES

The required textbooks and/or eBooks for this program will be distributed as needed during the courses. The instructor will supply other resources such as handouts and references to websites.

The College may assist those students who do not have access to computers, by arranging extra access hours to the computer classrooms at the campus. Students will be learning in a well-equipped classroom.

ASSESSMENT and EVALUATION

Student progress and success will be assessed regularly throughout the program. This will be accomplished using a variety of evaluation tools. Assessment items used are fully described in course outlines.

A minimum of 70% is required to pass in each course except that a minimum of 65% is required to pass each of the FITT courses.

Final transcripts will record all marks for courses within the program.

FORUM for INTERNATIONAL TRADE TRAINING (FITT)

FITT (www.fitt.ca) is a national, not-for-profit organization committed to building the proficiency (knowledge, skills, and ability) of people, businesses, and organizations to access global markets, reduce and/or manage risks of integrative trade, and enable profitable competition.

FITTskills program

The FITTskills program is a series of business courses that meet the standards of excellence in the field of international trade and address essential topics within the context of global trade. The courses are designed and developed by international trade practitioners who are experts in their field.

The FITTskills program is designed for:

- Business professionals interested in improving their expertise in international trade
- Individuals who are new to exporting or importing and who wish to further explore global market opportunities
- Organizations seeking a strategic competitive advantage by training their staff with highly practical international trade skills

CANADIAN INTERNATIONAL FREIGHT FORWARDERS ASSOCIATION (CIFFA)

CIFFA (www.ciffa.com) is a national organization whose mission is to represent and support members of the Canadian international freight forwarding industry in providing the highest level of quality and professional services to their clients. The association strives to meet its mission by focusing on three key foundation elements: membership, education, and advocacy.

CIFFA certificate programs

CIFFA offers four certificate programs for those who wish to acquire the technical knowledge and skills required to succeed in the international freight forwarding industry. The programs combine theory, practical exercises, and case studies that are relevant to the day-to-day operations of the supply chain.

CIFFA's certificate programs are recognized by the International Federation of Freight Forwarding Associations (FIATA) in Zurich, Switzerland, and are accredited by the Canadian Supply Chain Sector Council in Mississauga, Canada.

REVISIONS

Information contained in this curriculum guide is correct at the time of publication. Content of courses and programs is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. Students will be given notice of any changes as soon as possible.