

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

Each of the programs described below is offered in two delivery models:

- In person in the classroom at a DCC campus with practicum placements (if applicable) in community
- In person online with practicum placements (if applicable) in the community

Program Name	Classroom Hours/Week	Practicum Hours/Week	Total Weeks	Total Hours
<i>International Trade Training</i>	20	n/a	17	340
To graduate from this program, students must successfully complete the DCC orientation and all six FITT courses. Graduates will be awarded a certificate.				
<i>International Trade Training & Freight Forwarding</i>	20	n/a	21	420
To graduate from this program, students must successfully complete the DCC orientation and the CIFFA ITT and CIFFA EFF courses (13 courses) and all six FITT courses. Graduates will be awarded a certificate.				
<i>International Trade Training & Freight Forwarding with Practicum</i>	20	80 hrs 4 wks	25	500
To graduate from this program, students must successfully complete the DCC orientation and the CIFFA ITT and CIFFA EFF courses (13 courses) and all six 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	40	880
To graduate from this program, students must successfully complete the DCC orientation, 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	55	1,180
To graduate from this program, students must successfully complete the DCC orientation, 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 three (3) FITTskills courses.
- The FITT Diploma is awarded to any student who has successfully completed all six (6) FITTskills courses.
- The CIP designation (Certified International Trade Professional) is awarded to any student who completes their FITTskills diploma, satisfactorily completes their practical work experience requirements, endorses the CIP 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

Classes are scheduled for twenty hours each week (emergencies excepted), for both in class and online delivery models. Schedules may vary, and students must be prepared to attend in person and online classes as scheduled. Schedules will be distributed at the beginning of the program.

Online Learning

For online learning students will require a suitable device such as a laptop computer (preferably using Windows operating system), and access to internet services. We recommend a laptop with a keyboard (not just touch screen) and additional devices such as a cell phone.

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	Getting Started with Windows 10	120
ITM 172	MS PowerPoint	
ITM 173	MS Outlook	
ITM 175	MS Office Features & MS Word	
ITM 176	MS Excel	
ITM 183	Financial Accounting	120
ITM 184	Business Communication	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	Feasibility of International Trade (FIT)	60
ITM 272	International Market Entry Strategies (IMES)	60
ITM 273	Global Value Chain (GVC)	60
ITM 274	Products and Services for Global Markets (PSGM)	60
ITM 275	International Trade Finance (ITF)	40
ITM 276	International Sales and Marketing (ISM)	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	Basic 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 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. Courses focus on:

- Examining what individuals in organizations need to know and do to ensure the success of new international ventures
- Examining aspects of the primary activities, distribution and inventory management, and the supporting activities of document management and procurement, which are integral to international trade logistics
- Examining what, why, and how organizations develop, adapt, or customize goods and services in relation to international trade
- Examining how organizations can manage their finances and mitigate financial risk by selecting appropriate transaction methods and tools for their international trade activities
- Examining important concepts related to marketing, sales, and e-commerce, in countries with different laws, political and economic environments, and cultures

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

Orientation Week

The focus in this course is on introducing students to information that will support their success:

- Student handbook of policies and procedures, review schedules (4 hours)
- College study skills (4 hours)

- Enriched Academy (financial responsibility) (8 hours)
- Microsoft Teams modules (online and in class learning) (4 hours)

ADMISSION REQUIREMENTS

Applicants must meet all 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
- 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 or an equivalent test):
 - 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 total score 79-93 and minimum individual scores Reading 19-23, Listening 20-23, Speaking 20-22, Writing 24-26

Applicants must meet with a DCC official and complete required documents.

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.