

SARDAR PATEL UNIVERSITY
BACHELOR OF VOCATION
Export & Import Management **SEMESTER – V**
Syllabus with effect from: JUNE 2017

Paper Code: UB05FBVE01	Total Credit:
Title of Paper: Organization behavior-I	3

Unit	Description in detail	Weighting (%)
1	<p><u>Introduction</u></p> <ul style="list-style-type: none"> ➤ Conceptual foundations, Significance, ➤ Challenges ➤ Opportunities for OB. <p><u>Personality</u></p> <ul style="list-style-type: none"> ➤ Concept and determinants, The Big five model ➤ Type A and Type B personality ➤ Key personality attributes influencing OB 	25%
2	<p><u>Attitudes</u></p> <ul style="list-style-type: none"> ➤ Sources and types; Theories of attitude; Cognitive dissonance theory, Overview of Major job attitudes: ➤ Job satisfaction, ➤ Organizational commitment and prejudice. 	25%
3	<p><u>Emotions and Moods</u></p> <ul style="list-style-type: none"> ➤ Nature and types, Sources of emotions and moods, ➤ Managing emotions at work ➤ Emotional intelligence: Concept and dimensions. 	25%
4	<p><u>Perception</u></p> <ul style="list-style-type: none"> ➤ Nature and significance of perception, ➤ Factors influencing perception ➤ Perceptual process, Perceptual distortions and improving perception. 	25%

Basic Text & Reference Books

- ❖ Robbins, Stephen P.; Judge, Timothy A.; and Sanghi, Seema, “*Organisational Behaviour*”, Pearson Education, New Delhi.
- ❖ McShane, Steven L.; Glinow, Mary Ann Von; Sharma, Radha R, “*Organisational Behaviour*”, Tata McGraw Hill, New Delhi.
- ❖ Aswathappa, K., “*Organisational Behaviour, Text, Cases and Games*”, Himalaya Publishing, Delhi.
- ❖ Pareek, Udai, “*Understanding Organizational Behaviour*”, Oxford University Press, New Delhi

Note: Latest Edition of Text books may be used.

Programme: B.voc Sem V

1.

PaperCode: UB05FBVE02	TotalCredit:3
Title of Paper: Self-development skills	

2.

Unit	Descriptionindetail	Weighting(%)
1	Interpersonal skills <ul style="list-style-type: none"> ➤ Assertiveness, stress management, time management ➤ team development Skills i.e. team talk dynamics, ➤ communication in teams, leadership skills, giving feedback 	25%
2	Attitude and emotional intelligence <ul style="list-style-type: none"> ➤ Importance of Attitude, ➤ Meaning of positive thinking and positive attitude ➤ Ways to build positive attitude, effects of negative attitude and measures to overcome in personal & professional life 	25%
3	Vision, Goal setting & Time management <ul style="list-style-type: none"> ➤ Meaning of vision ➤ Doing things for the right purpose ➤ Setting and achieving goals ➤ Importance of goal setting ➤ Methods to achieve set goals ➤ General principles of stress management and time management 	25%
4	Career planning <ul style="list-style-type: none"> ➤ Career of planning ➤ Awareness of different ➤ Sources of information ➤ Choosing a career and career counseling. 	25%

Basic Text & Reference Books:

- Rajendra Pal and J S Korlahalli, Essentials of Business Communication, Sultan Chand & sons
- www.britishcouncil.com
- Chrissie Wright, Communication Skills, Jaico Publication
- Sunita Mishra and C.Murali Krishna, Communication Skills for Engineers, Pearson Education
- Meenakshi Raman &Sangita Sharma, Technical Communication; Principles and Practice , Oxford University Press
- On We Go, BBC's audio-visual course

Note: Latest Edition of Text books may be used

SEMESTER – V

Paper Code: UB05FBVE03	Total Credit: 3
Title of Paper: Aspects of Computer	

Unit	Description in detail	Weighting (%)
1	Components of a Computer System Computer hardware and Software, Difference between hardware and software Main components of a general purpose computer: CPU, main internal memory (Including RAM and ROM), input devices, output devices and Secondary/backing storage. Basics of Windows operating systems: Nature and Function of OS, Basic Commands.	25%
2	Input & Output Devices Input Devices: keyboards, numeric keypads, Pointing devices(mouse, touchpad), remote control, joysticks, touch screen, magnetic strip readers, chip readers, scanners, digital cameras, microphones, sensor, barcode reader, webcam, video camera etc Output Devices: Monitors(CRT, TFT, LCD), projectors, printers(laser, desk jet, dot matrix), plotters, speakers. Uses of output devices stating the advantage and disadvantage of each.	25%
3	Storage Devices I Common backing storage media (including CD and DVD (Rs and RWs), floppy disc, hard disc, memory sticks/pen drives, flash memory cards etc. Comparative advantages and disadvantages of using different backing storagemedia. Importance and need of backup.	25%
4	Storage Devices II Difference between main/internal memory and backing storage: relative benefits of each in terms of speed and permanence. Data Types Data Types: logical/Boolean, alphanumerical/text, numeric (real and integer), date, File, record, field and key field.	25%

Basic Text & Reference Books

Note: Latest Edition of Text books may be used.

SEMESTER – V

Paper Code: UB05FBVE04	Total Credit: 3
Title of Paper: Entrepreneurship Development	

Unit	Description in detail	Weighting (%)
1	<u>Concept of Entrepreneurship</u> <ul style="list-style-type: none">➤ Definition, nature, and characteristics of entrepreneurship➤ Emergence of entrepreneurial➤ women entrepreneurs➤ Socio-economic environment and the entrepreneur	25%
2	<u>Forms of Entrepreneurship</u> <ul style="list-style-type: none">➤ The concept of Joint Stock Company, Public company, Private Company, Government company, Partnership firm, Hindu undivided family.➤ Characteristics of entrepreneur leadership, Risk taking, Decision making and business planning.➤ Innovation and entrepreneurship, Entrepreneurial behavior and motivation.	25%
3	<u>Entrepreneurial Development Programmes</u> <ul style="list-style-type: none">➤ Their relevance and achievements➤ Role of government in organising such programmes.➤ Critical Evaluation.	25%
4	<u>Small Business as a Seed Bed of Entrepreneurship</u> <ul style="list-style-type: none">➤ Concept of business venture. The start-up process: Concept, Plan, Implementation, Initial Strategic Planning, Product and marketing scope➤ Risk analysis and financial considerations.➤ Profit planning in small enterprise, Growth strategies and diversification.	25%

Basic Text & Reference Books

- ❖ Hal, B. Pricke; and Royce L. Brahamson, “Small Busines Management”.
- ❖ Keneth R., Van Vorthis, “Entrepreneurship and Small Busines Management”.
- ❖ Hans Scholhammer and Arthur H. Kuril “Entrepreneurship and Small Business Management”.
- ❖ Joseph R. Mancuso, “How to Start, Finance and Manage Your Own Small Busines”.
- ❖ Dhar, P.N. and LydalH.F., “The Role of Small Enterprises in Indian Economic Development”.

Note: Latest Edition of Text books may be used.

SEMESTER – V

Paper Code: UB05CBVE01	Total Credit:
Title of Paper: Export Import Management-V	5

Unit	Description in detail	Weighting (%)
1	Organizing for Export and Import Operations: <ul style="list-style-type: none"> • Export Department, Import Department, Combined Export and Import Department. • Manual of procedures and Documentation, Record-keeping compliance • Software, Federal, State, International and foreign Law 	25%
2	Exporting : Preliminary Considerations: <ul style="list-style-type: none"> • Products, Volume, Country Market and Product Competitiveness Research. • Identification of customers: End users, Distributors and Sales agent • Compliance with foreign law: Industry Standards, foreign customs Law, Government Contracting, Buy American equivalent Laws • Export Packing and Labeling (Hazardous Material) 	25%
3	Exporting : Sales Documentation: <ul style="list-style-type: none"> • Isolated sales transactions: importance of written agreements, email or facsimile orders, the formations of sales agreements. • Common forms for the formation of sales agreements: price lists, bequests for quotations, quotations and costing sheets, purchase order, purchase order Acknowledgments and Acceptances and sales confirmations, pro forma invoices, commercial invoices, side agreements, Conflicting provisions in seller and buyer Sales Documentation. 	25%
4	Exporting : Sales Documentation: <ul style="list-style-type: none"> • Ongoing sales transactions • Export distributor and Sales Agent Agreements • Foreign Corrupt Practices act Compliance • VOCCs and NVOCCs 	25%

Books for Reference:

Note: Latest Edition of Text books may be used.

SEMESTER – V

Paper Code: UB05CBVE02	Total Credit: 5
Title of Paper: Export Import Process and Documentation-I	

Unit	Description in detail	Weighting (%)
1	Importing: Preliminary Considerations: <ul style="list-style-type: none"> • Products, volume, country Sourcing, Identification of Suppliers, compliance with Foreign Law, U.S. customs considerations, Import packing and Labeling, U.S. commercial Considerations. 	25%
2	Importing: Purchase Documentation: <ul style="list-style-type: none"> • Isolated Purchase Transactions • Ongoing Purchase transactions • Import Distributor and Sales Agent Agreements 	25%
3	Import Process and Documentation: <ul style="list-style-type: none"> • Importer security filing and the 10+2 Program, bills of lading, drafts for payment, Arrival Notice, Pick up and Delivery Order, entry/Immediate delivery, • GSP, ATPA, AGOA – Special Programme • NAFTA/ Other FTA Certificates of Origin • Specialized Products Import Entry Forms, examination and Detention, Liquidation Notice, 	25%
4	Specialized Exporting and Importing: <ul style="list-style-type: none"> • Drawback • Foreign Processing and Assembly Operations • Plant Construction Contracts ➤ Barter and Countertrade Transactions 	25%

Basic Text & Reference Books

Note: Latest Edition of Text books may be used.

SEMESTER – V

Paper Code: UB05CBVE03	Total Credit: 5
Title of Paper: Information Technology I	

Unit	Description in detail	Weighting (%)
1	International Transport: <ul style="list-style-type: none"> • Modes of international transport: freight forwarders, the services of the forwarders, advantages & disadvantages of using freight forwarders. • Mode of international transport • Types of sea freight services • Choosing a mode of transport 	25%
2	Packing and Marking for export: <ul style="list-style-type: none"> • Packing methods, factors affecting choice of packing, marking for export International transport documentation: an overview of export documentation, the transport conventions, the bill of lading, A bill of lading glossary	25%
3	Customs Control: Export procedures and documents: An Overview of customs controls, export, import, transit, the European union, export procedures processing relief (IPR/OPR), the new computerised Transit system(NCTS)	25%
4	Import procedures and documents: EU imports, import controls, the export invoice, description, the Brussels Tariff Nomenclature (BTN), Customs Management	25%

Basic Text & Reference Books

Note: Latest Edition of Text books may be used.

SEMESTER – V

Paper Code: UB05CBVS04	Total Credit: 3
Title of Paper: Project - I	

	Description in detail	
	<p>The students are required to prepare a research project based on any topic related to industries and insurance sector.</p> <ul style="list-style-type: none">➤ The internal faculty guide will be required to guide and evaluate (out of 25 marks) on the basis of the research project prepared by the student. <p>The evaluation of the remaining 25 marks shall be made by external examiner appointed by the university.</p>	