

<b>National Research Mordovia State University (MRSU)</b>	
<b>Faculty of Foreign Languages</b>	
<b>S Y L L A B U S</b>	
<b>Course Name</b>	«International Business Documentation »
<b>Degree Programme</b>	Master of Philology (Track “English for International Business”)
<b>Year of Study</b>	2 year
<b>Semester</b>	Spring
<b>ECTS (36 hrs per ECTS)</b>	2 (72 hrs)
<b>Instructor(s)</b>	<a href="#">Prof. Olga Lukonkina</a> , Associate Professor, Department of the Theory, History of State and Legislation and International Laws
<b>Language of Instruction</b>	Russian / English
<b>Course Requirements</b>	Native Russian / At least B2 English
<b>Course Overview</b>	<p>Commercial documents are written records of commercial transactions describing various aspects of those transactions. They may include orders, invoices, shipping documents, transport papers, and certificates of origin.</p> <p>International trade in particular requires a lot of documentation, such as commercial documents, financial documents, transport documents, insurance documents, and other international trade-related documents. While the number of documents involved in international trade is high, most of them are rather common</p>
<b>Learning Outcomes</b>	<p>Before foraying into this massive field, it is imperative to understand what are the documents in international trade. While initiating any trading transactions, the international market requires certain documents that need to be shown. There are several documents and each denote one aspect of the goods/services exchanged like the quantity, quality, description, transportation medium, inspection, indemnity etc. Hence, before engaging in an international trade transaction it is important that both the seller and buyer possess necessary documents to avoid the hassle of even a small error, which could prove extremely costly.</p>
<b>Course unit contents</b>	<ul style="list-style-type: none"> <li>• International trade legislation: the objection, the matter, the means of legislative regulation.</li> <li>• International trade contract.</li> <li>• Various types of trade obligation in the international legislation.</li> </ul>
<b>Course Structure</b>	<ul style="list-style-type: none"> <li>• Total number of contact hours <ul style="list-style-type: none"> <li>- Lectures: 9 hrs (4.5 lectures)</li> <li>- Seminars: 9 hrs (4.5 seminars)</li> <li>- Individual consultations: 1 hr</li> </ul> </li> <li>• Self-study: 53 hrs</li> </ul>
<b>Teaching methods</b>	Interactive workshops, discovery learning, cooperative learning, practical learning.
<b>Grading System (including segment</b>	Grading is based on the activities covered with each activity. The total of all tasks is 70%

<b>percentage)</b>	Final Oral examination. The total of the final is 30%
<b>Textbooks and Mandatory Reading</b>	<ol style="list-style-type: none"> <li>1. Hill, Charles W. L. (2014). <i>International Business: Competing in the Global Marketplace</i> (10 ed.). Boston: McGraw-Hill Higher Education. pp. 457–458.</li> <li>2. What is Merchandised Exports. <i>The Law Dictionary</i>. Accessed 30 September 2015.</li> <li>3. Okolo, S. (n.d.). <i>Global Business: Risks in International Business</i>. [online] <a href="http://globalpaarisite.blogspot.com.es">Globalpaarisite.blogspot.com.es</a>. Available at: <a href="http://globalpaarisite.blogspot.com.es/2012/08/risks-in-international-business.html">http://globalpaarisite.blogspot.com.es/2012/08/risks-in-international-business.html</a> [Accessed 10 May 2015].</li> <li>4. J. Henisz, W. and A. Zelner, B. (2010). <i>Hidden Risks in Emerging Markets</i>. <i>Harvard Business Review</i>. Accessed 9 May 2015.</li> </ol>

