



Course Syllabus Principles of Imports IBUS 1302

Semester with Course Reference Number (CRN)	Fall 2016 CRN #12793
Instructor contact information (phone number and email address)	Deanna Teel deanna.teel@hccs.edu 713-718-5873
Office Location and Hours	Rm. 803, The Commons, Spring Branch
Course Location/Times	Online
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours: 3 Lecture Hours: 3 Laboratory Hours: External Hours:
Total Course Contact Hours	48.00
Course Length (number of weeks)	8 weeks
Type of Instruction	Online
Course Description:	The practices and processes of import management operations, including government controls. Skill development in the preparation and understanding of import documents such as customs invoices, packing lists, and commercial invoices.
Course Prerequisite(s)	FREQUENT REQUISITES <ul style="list-style-type: none">• MATH 0106• PRER 0100 & INRW 0410• INRW 0410
Academic Discipline/CTE	PSLO #1-Identify global issues and trends impacting global business and operations. PSLO#2 –Identify external global environmental factors (socio-cultural, economic, legal,

Program Learning Outcomes

political and technological) and international trade management issues within global operations
PSLO#3-Employ various sources of international business research (including government, private and non-profit or non-governmental sources) for strategic decision-making
PSLO#4- Evaluate export and import management operations and/or policies necessary in international trade
PSLO #5: Analyze , evaluate, and synthesize information presented in source language to provide high quality translation and interpretation to target language through written and oral communication.

Course Student Learning Outcomes (SLO): 4 to 7

1. Understand basic import/export transactions in greater depth.
2. Understand how real world exporting and importing problems are solved
3. Understand the whole process a prospective trader will utilize from start to finish
4. Understand Letter of Credit transactions and other financing transactions including foreign exchange and commodity markets.
5. Identify quality control measurements for international suppliers
6. Understand barriers to trade.
7. Understand insurance for goods in transit.
8. Understand human factors and cross-cultural interactions in international trade.
9. Understand major world trading blocs and trade agreements and how they affect sales contracts.
10. Understanding international trade arbitration.

Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)

Understand basic import/export transactions in greater depth.
Understand how real world exporting and importing problems are solved
Understand the whole process a prospective trader will utilize from start to finish
Understand Letter of Credit transactions and other financing transactions including foreign exchange and commodity markets.
Understand barriers to trade.
Understand insurance for goods in transit.
Understand human factors and cross-cultural interactions in international trade.
Understand major world trading blocs and trade agreements and how they affect sales contracts.

SCANS and/or Core Curriculum Competencies: If applicable

SCANS
Understand basic import/export transactions in greater depth.
Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking
Understand how real world exporting and importing problems are solved
Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking
Understand the whole process a prospective trader will utilize from start to finish
Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking
Understand Letter of Credit transactions and other financing transactions including foreign exchange and commodity markets.
Foundation Skills - Basic -Reading

Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Identify quality control measurements for international suppliers

Understand barriers to trade.

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Understand insurance for goods in transit.

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Understand human factors and cross-cultural interactions in international trade.

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Understand major world trading blocs and trade agreements and how they affect sales contracts.

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Understanding international trade arbitration.

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

**Instructional
Methods**

Web-enhanced (49% or less)
Hybrid (50% or more)
Distance (100%)
Face to Face

**Student
Assignments**

Understand basic import/export transactions in greater depth.

No assignments selected for this outcome

Understand how real world exporting and importing problems are solved

No assignments selected for this outcome

Understand the whole process a prospective trader will utilize from start to finish

No assignments selected for this outcome

Understand Letter of Credit transactions and other financing transactions including foreign exchange and commodity markets.

No assignments selected for this outcome

Identify quality control measurements for international suppliers

No assignments selected for this outcome

Understand barriers to trade.

No assignments selected for this outcome

Understand insurance for goods in transit.

No assignments selected for this outcome

Understand human factors and cross-cultural interactions in international trade.

No assignments selected for this outcome

Understand major world trading blocs and trade agreements and how they affect sales contracts.

No assignments selected for this outcome

Understanding international trade arbitration.

No assignments selected for this outcome

**Student
Assessment(s)**

**Instructor's
Requirements**

IBUS 1302
Weekly Activity Schedule
8 WEEK SESSION

WEEK	TEXTBOOK CHAPTERS/EXAMS	
1 Aug 22	1	Email Introductions to find group members for assignments Read Part 1, Import Transactions Assignment #1 Due 8/29/16 -NO LATE ASSIGNMENTS
2 Aug 29	2	Read Part 1, Import Transactions Assignment #2 Due 9/6/16- NO LATE ASSIGNMENTS
3 Sept 5	3	EXAM #1 over Import Transactions, pgs. 1 - 151 9/9/16 – 9/11/16-No Makeups
4 Sept 12	4	Assignment #3 Due 9/13/16- NO LATE ASSIGNMENTS Read Part 2, Customs Compliance
5 Sept 19	5	EXAM #2 Import Transactions, pgs. 155 – 279 on 9/23/16 – 9/25/16 NO MAKEUP EXAMS GIVEN!
6 Sept 26	6	ADMINISTRATIVE/STUDENT WITHDRAWAL DATE DEADLINE 9/26/16 Assignment #4 Due 9/27/16 NO LATE ASSIGNMENTS
7 Oct 3	7	Exercise #5 due 10/3/16 - NO LATE ASSIGNMENTS Read Importer Policies and Procedures, Part 2, ppgs. 280 - 397

8 Oct 10	8	Final Exam 10/12/16-10/13/16–Import Transactions on ppgs., 280 - 397 NO MAKEUPS!
9 Oct 16	9	Semester Ends 10/16/16 Grades available to students on 10/24/16

EXAMS

Three (3) exams will be given with the lowest score of the 3 exams being dropped. Please note that if one exam is missed, there is no penalty. **NO MAKE-UP EXAMS ARE GIVEN!**

ASSIGNMENTS

Assignments are posted within the Assignment Page. The due dates are located on the “Weekly Activity Schedule” document and within each weekly topic. Besides the two textbooks, a reference guide, “Guide To Importing into the U.S.”, is on the front page under the **“Getting Started”** section and is an ancillary book for your reference only. This guide **AND** the “Howdy Duty” book will not be tested on. Each assignment may have a file attached including instructions. Follow the directions and submit on the due date and time. **NO LATE ASSIGNMENTS WILL BE ACCEPTED!! *Don’t forget the importance of utilizing correct grammar, punctuation and spelling in your assignments!!!!***

ATTENDANCE

All students are expected to attend classes regularly, thus DE students must login to their course(s) on a regular basis. DE students who do not login and **actively participate before the Official Day of Record** will be AUTOMATICALLY dropped for non-attendance (when the roster is marked accordingly by your professor). Completing this DE online orientation does not count towards attendance.

Official Day of Record – The day of record is different for each term and is posted on the official [HCC Calendar](#) (select the appropriate term).

Description of “active participation”: Your instructor will define what “active participation” is for your course. Active participation is the following for this course:

- 1) an introductory response to the instructor’s email prompt (i.e., introducing yourself)**

If you are having technical difficulties and cannot login, you must immediately contact your instructor and the DE Help desk or you will be counted as absent.

Program/Discipline Requirements: If applicable

HCC Grading Scale:

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour

FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

Instructor Grading Criteria	<u>GRADE COMPUTATION:</u>	
	3 TESTS	200 POINTS 50%
	EXERCISES	200 POINTS 50%
	TOTAL POINTS	400 POINTS 100%

Instructional Materials ***Howdy Duty! An Insider's Guide to Navigating US Customs***, by Sandra Smith, Boskage Commerce Publications, LTD, Thomson Reuters, 4th ed., ISBN: 1-893495-36-1
"Import Transactions and Customs Compliance" by Scott R. Lowden, 2013 Copyright, FTA Publications LLC, ISBN: 978-0-9891668-0-5 (softcover)

HCC Policy Statement:

Access Student Services Policies on their Web site: <http://hccs.edu/student-rights>

Title IX
 Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

Students with Disabilities

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a

chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

<http://www.hccs.edu/district/students/disability-services/ada-counselors/>

Central College

713.718.6164

Coleman College

713-718-7376

Northeast College

713-718-8322

Northwest College

713-718-5667

713-718-5408

Southeast College

713-718-7053

Southwest College

713-718-7909

Adaptive Equipment/Assistive Technology

713-718-6629

713-718-5604

Interpreting and CART services

713-718-6333

**EGLS3 --
Evaluation for
Greater Learning
Student Survey
System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College System online near the end of the term.

Distance Education and/or Continuing Education Policies

**Access DE
Policies on their
Web site:**

http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

**Access CE
Policies on their
Web site:**

<http://hccs.edu/CE-student-guidelines>