



## Course Syllabus Principles of Imports IBUS 1302

**Semester with Course Reference Number (CRN)** Spring 2014  
77830

**Instructor contact information (phone number and email address)** [Deanna.teel@hccs.edu](mailto:Deanna.teel@hccs.edu)  
713-718-5873

**Office Location and Hours** Spring Branch, The Commons, Rm. 803  
Contact the instructor for an appointment.

### Course Location/Times

**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**

- MATH 0306 (Basic Math Pre-Algebra)
- GUST 0342 (9th -11th Grade Reading)
- ENGL 0300 or 0347

**Academic  
Discipline/CTE  
Program Learning  
Outcomes**

1. Identify global issues and trends.
2. Identify current global legal issues and international trade management issues.
3. Analyze various sources of international business research.
4. Demonstrate knowledge of global and world geography.

**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.**  
**Identify quality control measurements for international suppliers**  
**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.**  
**Understanding international trade arbitration.**

**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**

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!**

**Program/Discipline Requirements: If applicable**

**ASSIGNMENTS**

There are 6 assignments and are posted within the Assignment Page. The due dates are located on the "Course Assignment Overview" document and within each EO weekly topic. Besides the textbook, a reference guide, "Guide To Importing into the U.S." is on the front page under the "**Getting Started**" section. This guide will not be tested on and is an ancillary book for your reference. Each assignment may have a file attached including instructions. Follow the directions and submit on the due date and time. Because there is no group project, it is important to do the assignments carefully including correct grammar and spelling. Generally, the more that is written, the better the grade, as this indicates greater effort on the part of the student.

**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. Your instructor will state the day of record in the course syllabus. The Day of Record is also 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 Eagle Online Help desk or you will be counted as

absent.

There are a multitude of extra-curricular activities which can be attended throughout the semester (day & evening) which are beneficial to students wanting job networking and internship opportunities. The extra credit points will be added to the FINAL RAW score, meaning that if you earned +2 extra credit points and your final score was "88", your grade would go from a "B" to an "A".

Additionally, there are student scholarships available in International Business and Logistics/GSCM for students in these programs. Ask the instructor about these many opportunities.

**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.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

**Instructor Grading  
Criteria**

<u>Grade Computation:</u>		
3 TESTS	200 POINTS	50%
CASE ASSIGNMENTS	200 POINTS	50%

TOTAL POINTS

400 POINTS 100%

**Instructional Materials** "Mastering Import & Export Management", Cook, Thomas, AMACOM-American Management Association, Second Edition. ISBN 13: 978-0-8144-2026-3 OR ISBN 10:0-8144-2026-5

**HCC Policy Statement:**

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

**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 Student System online near the end of the term.

### **STUDENTS WITH DISABILITIES**

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. **Instructors are authorized to provide only the HCC DSSO approved accommodations but must do so in a timely manner.**

Students who are requesting special testing accommodations must first contact the appropriate DSS office for assistance each semester:

#### **DISABILITY SUPPORT SERVICES OFFICES:**

Northwest: 713.718.5422

#### **HCC NORTHWEST**

(Katy Campus)

**Dr. LaRonda Y. Ashford**, EdD, LPC-Intern

Tel. 713/ 718-5408; Fax: 713/ 718-5222

[laronda.ashford@hccs.edu](mailto:laronda.ashford@hccs.edu)

Katy Campus - Rm 111, 1550 Foxlake Dr., Katy, TX 77084

(Spring Branch Campus)

**Ms. Lisa Parkinson**, MEd, LPC, NCC

Tel: 713/ 78-5422; Tel: 713/ 718-5667; Fax: 713/ 718-5430

[lisa.parkinson@hccs.edu](mailto:lisa.parkinson@hccs.edu)

Spring Branch Campus - RC12, 1010 W. Sam Houston Parkway N., Houston, TX 77043

After student accommodation letters have been approved by the DSS office and submitted to Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

### **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](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>

