

# Course Syllabus

## Principles of Imports

### IBUS 1302

<b>Semester with Course Reference Number (CRN)</b>	Spring 2019 CRN #17877
<b>Instructor contact information (phone number and email address)</b>	Ximena Murillo <a href="mailto:Ximena.murillo@hccs.edu">Ximena.murillo@hccs.edu</a> 575-602-9376
<b>Office Location and Hours</b>	Northline  Online
<b>Course Location/Times</b>	
<b>Course Semester Credit Hours (SCH) (lecture, lab) If applicable</b>	Credit Hours: 3 Lecture Hours: 3 Laboratory Hours: External Hours:
<b>Total Course Contact Hours</b>	48.00  8 weeks
<b>Course Length (number of weeks)</b>	Online
<b>Type of Instruction</b>	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.
<b>Course Description:</b>	<b>FREQUENT REQUISITES</b>
<b>Course Prerequisite(s)</b>	<ul style="list-style-type: none"> <li>• MATH 0106</li> <li>• PRER 0100 &amp; INRW 0410</li> <li>• INRW 0410</li> </ul>
<b>Academic Discipline/CTE Program Learning Outcomes</b>	<p>PSLO #1-Identify global issues and trends impacting global business and operations.</p> <p>PSLO#2 –Identify external global environmental factors (socio-cultural, economic, legal, political and technological) and international trade management issues within global operations</p> <p>PSLO#3-Employ various sources of international business research (including government, private and non-profit or non-governmental sources) for strategic decision-making</p> <p>PSLO#4-Evaluate export and import management operations and/or policies necessary in international trade</p>

**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

### **8 WEEK SESSION**

<b>WEEK</b>		<b>TEXTBOOK CHAPTERS/EXAMS</b>
1	3/21/19	<b>No Class</b>
2	3/28/19	<b>Introduction Class Read Part 1, Import Transactions Class in Zoom – link will be provided</b>
3	4/4/19	<b>Review Part 1, Import Transactions Read Part 2, Customs Compliance Class in Zoom – link will be provided</b>
4	4/11/19	<b>EXAM #1 over Import Transactions, pgs. 1 - 151 Class in Classroom</b>
5	4/18/19	<b>Field Visit – TBC <i>ADMINISTRATIVE/STUDENT WITHDRAWAL DATE DEADLINE on 4/22/19</i></b>
6	4/25/19	<b><i>Exercise Due</i> Class in Classroom</b>
7	5/02/19	<b>Read Importer Policies and Procedures, Part 2, pgs. 280 – 397 Class in Classroom</b>
8	5/9/19	<b>Final Exam–Import Transactions NO MAKEUPS!</b>
9	5/12/19	<b>Semester Ends 5/12/19 Grades available to students 5/17/19</b>

### **EXAMS**

#### **NO MAKE-UP EXAMS ARE GIVEN!**

These are “self-assessments” meaning they are to be done **ALONE**. If anyone is caught colluding with another student on the exam(s), the students will be given an “F”. Per HCC guidelines, colluding is **cheating**. **EXAM DATES ARE SUBJECT TO CHANGE AND NO MAKE-UP EXAMS ARE GIVEN!**

### **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**

<b>HCC Grading Scale:</b>	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
	W (Withdrawn)	0 points per semester hour
	I (Incomplete)	0 points per semester hour

**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

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

**Instructional Materials** *“Import Transactions and Customs Compliance” by Scott R. Lowden, 2013*  
 Copyright,  
 FTA Publications LLC, ISBN: 978-0-9891668-0-5 (softcover)

**HCC Policy Statement:** <http://www.hccs.edu/resources-for/current-students/student-handbook/>

**Access Student Services Policies on their Web site:**

**Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so.”**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at: <http://www.hccs.edu/resources-for/current-students/student-handbook/>

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

**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/resources-for/current-students/student-handbook/>

**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

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.

## **Distance Education and/or Continuing Education Policies**

**Access DE** <http://www.hccs.edu/resources-for/current-students/student-handbook/>  
**Policies on their**  
**Web site:**

**Access CE** <http://www.hccs.edu/resources-for/current-students/student-handbook/>  
**Policies on their**  
**Web site:**