

**Principles of Imports IBUS 1302
Course Master Syllabus
International Business**

CIP Code Area	52.1101 (International Business)
Course Level	Introductory (Freshman Level)
Course Number	IBUS 1302 (WECM Course)
Course Title	Principles of Imports
Credit Hours	3 Lecture Hours:3 Lab Hours: 0
Prerequisite	None
Method of Presentation:	Three hour lecture/discussion each week.
Course Description:	1302 Principles of Imports (3-3-0). Practices and processes of import management operations. Includes government controls and compliance. Emphasizes the preparation and understanding of import documents such as customs invoices, packing lists, and commercial invoices. Skills: R Course Type: W
Textbook:	<i>Howdy Duty!</i> Sandra Smith, ISBN 1-893495-24-8 (Required) <i>Importing into the United States: A Guide for Commercial Importers, 2005.</i> (Recommended)
Course Requirements:	See specific Instructor's syllabus
Course Rationale:	This course provides students with broad understanding of importing procedures and requirements, including marketing, government controls and programs, shipping terms, payments options duty assessment, and product valuation.
Course Learning Outcomes:	Students will discuss import management operations, practices, and procedures; process appropriate import documentation; and utilize selected customs regulations as a part of daily operations.

Learning Objectives:

At the conclusion of the course the student should have:

- A. Strategies for a successful import business plan;
- B. An understanding of the various components of import operations;
- C. A realization of the government regulations that can impact import operations;
- D. A recognition of the various payment and shipping options for an import business;
- E. An awareness of the appropriate aspects of NAFTA and the WTO

SCANS:

Responsibility

Exerts a high level of effort and perseverance towards goal attainment. Works hard to become excellent at doing tasks by setting high standards, paying attention to details, working well, and displaying a high level of concentration even when assigned an unpleasant task. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks.

Self-Management

Assesses own knowledge, skills, and abilities accurately; sets well-defined and realistic personal goals, monitors progress toward goal attainment and motivates self through goal achievement; exhibits self-control and responds to feedback unemotionally and non-defensively, is a "self-starter."

Creative Thinking

Uses imagination freely, combines ideas or information in new ways, makes connections between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.

Grading System: Your instructor will provide specific information about how you will be graded in this course.

Course/Class Policies: Departmental Policies for Incompletes, Attendance, and Withdraw are as follows:

Incomplete Policy: An incomplete (I) Will be granted to a student in rare circumstances. Generally, to receive a grade of I, a student must have completed all examinations and assignments to date, be passing, and have personal circumstances that prevent course complete that occur after the deadline to withdraw with a grade of W.

Withdraw Policy: It is the student's responsibility to withdraw from a course. Instructors are allowed to withdraw students but students must not reply on their instructors to withdraw them if they wish to withdraw.

Attendance Policy: All students are expected to attend classes. Non-attendance will have an impact on the student's grade.

Academic Freedom Statement: Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

Scholastic Dishonesty Statement: Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework. Electronic devices may not be used for exams unless specifically authorized by the instructor. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an F in the course and/or expulsion from this institution.

Student Discipline: ACC's policy on student discipline can be found in the Student Handbook: www.austincc.edu/handbook

Students with Disabilities Statement: Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to make their requests three weeks before the start of the semester. (see [student handbook](#)).

Rule of Three: Per state law, effective spring 2006 any student taking a class for the third time or more may be charged an *additional* \$60 per credit hour unless exempted. Click on this link for more information: www.austincc.edu/support/admissions/changing.php

Student Services

Austin Community College is an institution committed to helping all students achieve their educational and

career goals. This section of the Catalog provides basic information about programs and services offered by the College to increase the chances that students will succeed. Check the web address listed under *Student Services* for information about office hours, additional services, or contact people.

Student services include: advising, assessment, financial service, job referral, etc. For more information on Student Services, please refer to the following link: www.austincc.edu/cataloghtml/services.php