



CATALOG YEAR 2014-2015

COLLEGE/SCHOOL/SECTION: A.R. Sanchez, Jr. School of Business

Course: **Add: X** Delete:
(check all that apply) Change: Number Title SCH Description Prerequisite

Response Required: New course will be part of major minor as a required
or elective/**concentration X** course

Response Required: New course will introduce , reinforce **X** or apply concepts

If new, provide Course Prefix, Number, Title, **Measurable** Student Learning Outcomes, SCH Value, Description, prerequisite, and lecture/lab hours if applicable. If in current online catalog, provide change and attach text with changes in red and provide a brief justification.

Course Prefix, Number, and Title: TIL 5311 Import Operations and Practice

SCH: Three Semester Hours

Course Description: An intensive study of import procedures, international trade terms and applications; practices and processes of import management operations, including government controls and compliance. Skill development in the preparation and understanding of import documents such as customs invoices, packing lists, and commercial invoices.

Prerequisite: Graduate Standing

Student Learning Outcomes:


Upon completion of this course the student should be able to:


1. Demonstrate knowledge of the practical aspects of import management (shipping and documentation procedures) by and for international businesses.
2. Demonstrate effective knowledge of the selection of business partners: sellers and buyers, carriers and service providers; who are compatible with the organization's objectives.
3. Demonstrate competent knowledge of government regulations that can impact import operations.
4. Competently demonstrate and communicate the basic knowledge of import operations in a project report to be developed individually during the semester.

The learning objectives are measurable through exams, assignments, research projects reports and class participation.

Approvals:

| | Signature | Date |
|--|--|-----------------|
| Chair Department Curriculum Committee |  _____ | <u>02/25/14</u> |

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| Chair Department |  _____ | <u>2/24/14</u> |
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| Chair College Curriculum Committee |  _____ | <u>02/25/14</u> |
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| Dean |  _____ | <u>2/25/2014</u> |
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| Provost | _____ _____ | _____ |
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|-----------------|---|
| ACC 5345 | <u>International Accounting</u> |
| ACC 5355 | <u>International Taxation</u> |
| BA 5320 | <u>Global Environment of Business</u> |
| BA 5330 | <u>International Commercial Law</u> |
| BA 5398 | <u>Business Internship</u> |
| BA 5399 | <u>Special Issues in Business Administration</u> |
| ECO 5320 | <u>International Trade Theories and Policies</u> |
| ECO 5350 | <u>International Economic Geography</u> |
| FIN 5320 | <u>International Financial Markets and Institutions</u> |
| FIN 5330 | <u>International Investments</u> |
| FIN 5340 | <u>International Working Capital Management</u> |
| FIN 5370 | <u>Global Bank Management</u> |
| FIN 5380 | <u>International Finance</u> |
| FIN 5390 | <u>Seminar in International Banking</u> |
| FIN 5399 | <u>Special Issues in International Banking</u> |
| MGT 5312 | <u>International Management</u> |
| MGT 5390 | <u>Global Management Simulation</u> |
| MGT 5399 | <u>Special Issues in Management</u> |
| MKT 5320 | <u>International Marketing</u> |
| MKT 5399 | <u>Special Issues in Marketing</u> |
| POM 5310 | <u>International Production Management</u> |
| TIL 5310 | <u>Transportation and Logistics Management</u> |
| TIL 5311 | Import Operations and Practice |
| TIL 5370 | <u>International Logistics</u> |
| TIL 5399 | <u>Special Issues in Logistics</u> |

Web Link: <http://www.tamtu.edu/catalog/current/concentration.shtml#intbus>

TEXAS A&M INTERNATIONAL UNIVERSITY
A.R. SANCHEZ, Jr. SCHOOL OF BUSINESS
Division of International Business and Technology Studies

COURSE SYLLABUS
Fall 2014

Course: TIL 5311-180: Import Operations and Practice
Instructor: Dr. Rolando Pena-Sanchez
Office & Phone: Pellegrino Hall, room 313G, Phone: (956) 326-2519
Office Hours: 12:30 p.m. – 14:30 p.m. Tuesday & Thursday, or by appointment
Teaching: On-line
E-mail: rsanchez.doc@gmail.com; rsanchez@tamiu.edu
If you need to reach me during the daytime outside of my office hours, then please send me an e-mail to my “gmail.com” domain and we will set up an appointment for another time.

Required Texts:

1. Import Operations and techniques, 1st Edition 2014
Baker, Michael A. UCLA Academic Press
2. Mastering Import & Export Management, 2nd Edition
Cook, Thomas. ISBN 13: 978-0-8144-2026-3.
American Management Association,

Catalog Description: TIL5311. Import Operations and Practice. Three semester hours. (FL/SP/SS). An intensive study of import procedures, international trade terms and applications; practices and processes of import management operations, including government controls and compliance. Skill development in the preparation and understanding of import documents such as customs invoices, packing lists, and commercial invoices.

Prerequisite: Graduate standing

Course Goals: The goals of this course are to provide students with a fundamental understanding of import operations, and as well as the best practices of shipping and documentation procedures for international transactions. This course has been designed to prepare the student for effectively managing customs related issues, whenever they may happen. Although we are relying on U.S. Customs law, most of the laws we will review are applicable to most World Trade Organization (WTO) member countries. When you finish this course you will be prepared to effectively deal with your customhouse broker and should be able to assist in your own importation processes.

Learning Objectives: Upon completion of this course the student should be able to:

1. Demonstrate knowledge of the practical aspects of import management (shipping and documentation procedures) by and for international businesses.

2. Demonstrate effective knowledge of the selection of business partners: sellers and buyers, carriers and service providers; who are compatible with the organization's objectives.
3. Demonstrate competent knowledge of government regulations that can impact import operations.
4. Competently demonstrate and communicate the basic knowledge of import operations in a project report to be developed individually during the semester;

This project report must comply with the essentials of academic writing, and should be reviewed by TAMIU Writing Center before submission. The learning objectives are measurable through exams, assignments, research projects and reports, and class participation.

Topical coverage includes import transactions, logistics and transportation issues for import managers, International trade (pricing and terms of sales), e-commerce, starting an import business, global supply chains (international logistics and international documents), import operations (homeland security, C-TPAT program, import strategies, NAFTA and the WTO issues/regulations).

Grading policy:

| | |
|--------------------------------------|-----|
| Assignments and Participation: | 20% |
| First Exam: | 20% |
| Second Exam: | 20% |
| Final Project Report: | 15% |
| Final Exam: | 25% |

| Total Percentage | Grading |
|------------------|-------------|
| 90- 100% | A |
| 80- 90% | B |
| 70- 80% | C |
| below 70% | not passing |

Course Policies:

Assignments and Participation: All reports of assignments should be submitted on time. Class participation includes attendance, in class assignments and participating in class discussions. "Late" reports of assignments (Late e-Reports) and/or Late-homework will not be accepted. Lateness and absences will be affecting your performance as well as your grade.

Exams: All examinations will be held during regularly scheduled class time or during the assigned final examination time. They will be closed book and closed notes. The graded or evaluated exams will be shown for academic feedback; but, these reports (tests) will be retained.

Final Project Report: This is an individual project. A topic about Import Operations and Practice will be assigned to you. Each student will collect information, analyze, write

and submit an electronic research report; all projects should be concise, well-written, neat and professional in appearance, and free from misspellings, grammatical mistakes, or other errors; with high standards of professionalism and academic honesty, and should be reviewed by TAMIU Writing Center before issued.

A.R. Sanchez, Jr. School of Business Policies

Classroom Behavior

The A.R. Sanchez, Jr. School of Business encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. ARSSB will always tolerate diverse, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action, which may include being involuntarily withdrawn from the class.

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to \$100,000; criminal penalties include a fine up to \$250,000 and imprisonment.

Copyright laws generally do not allow students and professors to make photocopies of copyrighted materials, except they may copy a limited portion of a work, such as an article from a journal or a chapter from a book for their own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of such copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, these copies may not be sold for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Plagiarism and Cheating

Plagiarism is the presentation of someone else's work as one's own. Recently, the Internet has complicated the picture. Getting something from the Internet and presenting it as one's own is still plagiarism. Copying another student's paper or a portion of the paper - is usually called "copying". Neither plagiarism nor copying will be tolerated. Should a faculty member discover that a student has committed plagiarism, the students will be subject to discipline, and may receive a grade of 'F' in that course and the matter may be referred to the TAMIU Honor Council for possible disciplinary action.

Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Disabilities Services Coordinator located in the Student Counseling Center and to contact the faculty member in a timely fashion to arrange for suitable accommodations.

Safety and Security- You are the Difference

Your safety and security are of prime concern here at Texas A&M International University, and the University police department work hard to ensure the campus is a safe place to live, learn, work and play. TAMIU is not, however, exempt from crime. To be safe and secure, you must take common sense precautions. Be alert and aware of those around you; look out for the safety of others. Do not leave valuables unattended; do not attempt to touch or interfere with our wildlife.

Student Responsibility for Dropping a Course

It is the responsibility of the STUDENT to drop the course before the drop date. Faculty members are not responsible for dropping students who suspend class attendance.

THE INSTRUCTOR RESERVES THE RIGHT TO MAKE CHANGES TO THIS SYLLABUS AS NEEDED AND WITH NOTIFICATION TO STUDENTS

Course Calendar:

| TENTATIVE SCHEDULE: TIL5311-180 Import Operations and Practice. Fall 2014 | | | | |
|---|----------------------------|----------------|--|------------------------------|
| Starting Date (Week) | Assignment or Homework Hwk | Reading | Topic | Learning Objective Addressed |
| 08/27/14 (Week 1) | Hwk-1 | Chapter 1 | The Global Supply Chain: Import and export operations | 1 & 2 |
| | | Chapter 2 | Purchasing management skill sets for import managers | 1 & 2 |
| (Week 2) | Hwk-2 | Chapter 3 | Logistics and transportation issues for import managers | 1, 2 & 3 |
| (Week 3) | Hwk-3 | Chapter 4 | Risk managemen in import operations | 1, 2 & 3 |
| (Week 4) | | Chapter 5 | Information technology in global trade: e-Commerce | All |
| 09/23/14 | Week 5 | EXAM | FIRST EXAM (Tuesday 09/23/14; Exam Time: 10:00 PM) | All |
| (Week 6) | Hwk-4 | Chapter 6 | Global supply chain personnel for import operations | 1, 2 & 3 |
| (Week 7) | | Chapter 7 | Developing resources in the import supply chain management | 1, 2 & 3 |
| (Week 7) | Hwk-5 | Chapter 8 | How to Import into the United States | All |
| (Week 8) | Week 10 | Chapter 9 | Import issues: Licenses, best practices, and transactions | All |
| Week 9 | | Chapter 10 | Import operations management | All |
| 10/28/14 | Week 10 | EXAM | SECOND EXAM (Tuesday 10/28/14; Exam Time: 10:00 PM) | All |
| (Week 11) | Hwk-6 | Chapter 11 | Discussion and review questions about import operations | All |
| (Week 12) | Hwk-7 | Chapter 12 | The import supply chain | 1, 2 & 3 |
| (Week 13) | Hwk-8 | Chapter 13 | Import Strategies | All |
| (Week 14) | Hwk-9 | Chapter 14 | Bureau of Customs & Border Protection.The C-TPAT Program | All |
| (Week 15) | Hwk-10 | Chapter 15 | Discussion and review questions about regulatory challenges | All |
| | | Chapter 16 | Discussion and review questions about NAFTA and the WTO | All |
| 11/27/14 | | HOLIDAY | Thanksgiving break (no class) | |
| 12/06/14 | Week 15 | Final Project | Last day to submit an Import Operations Final Project. All written finals projects due through electronic reports. | All |
| 12/09/14 | Week 16 | EXAM | FINAL EXAM (Tuesday, Exam Time: 8:00 PM, Classroom: TBA) | All |