



COURSE OUTLINE: CJS0450 - CUSTOMS PROCEDURES

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Approved: Martha Irwin, Chair, Community Services and Interdisciplinary Studies

Course Code: Title	CJS0450: CUSTOMS PROCEDURES FOR CICE
Program Number: Name	1120: COMMUNITY INTEGRATN 1225: PROTECTION SECURITY
Department:	C.I.C.E.
Semesters/Terms:	20W
Course Description:	The Customs Brokering course has now been combined into the Customs Procedures course. The Customs procedures course stays the same, but an extra module has been added to introduce some of the material that was in the Customs Brokering course. Module 12 will contain an overview of the Customs commercial operation and procedures. The Student will be able to develop an understanding of the import process, the release function and accounting procedures. The course will help the student understand topics such as compliance verification, enforcement procedures, refunds, appeals and agency initiatives. The student will also be able to prepare and complete various commercial documentations.
Total Credits:	4
Hours/Week:	3
Total Hours:	45
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course:	1225 - PROTECTION SECURITY
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 1 Work in compliance with established standards and relevant legislation in the protection, security and investigation fields.
	VLO 2 Make decisions in a timely, effective and legally defensible manner to uphold protection and security.
	VLO 3 Carry out delegated duties and responsibilities in compliance with organizational policies and procedures.
	VLO 6 Prevent and resolve crisis, conflict and emergency situations by applying effective techniques.
	VLO 7 Conduct and/or contribute to investigations by collecting, preserving and presenting admissible evidence.
	VLO 8 Monitor, evaluate and accurately document behaviours, situations and events.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 3 Execute mathematical operations accurately.
	EES 4 Apply a systematic approach to solve problems.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.
	EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.



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EES 10 Manage the use of time and other resources to complete projects.

General Education Themes: Civic Life

Course Evaluation: Passing Grade: 60%,

Course Outcomes and Learning Objectives: Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Orientation/Introduction	1.1 Overview 1.2 Definitions 1.3 Roles and responsibilities
Course Outcome 2	Learning Objectives for Course Outcome 2
2. Foreign Affairs	2.1 NAFTA 2.2 Export & Import Permits 2.3 Monitor & Control Transborder Flow of Goods
Course Outcome 3	Learning Objectives for Course Outcome 3
3. Environment Canada	3.1 CITES 3.2 Exotic Species 3.3 Export & Import Controls
Course Outcome 4	Learning Objectives for Course Outcome 4
4. Health Canada	4.1 Acts & Regulations 4.2 Reduce Health & Safety Risks to Canadians
Course Outcome 5	Learning Objectives for Course Outcome 5
5. Canadian Food Inspection Agency	5.1 Traveller's Responsibilities 5.2 Permits 5.3 Fees and Services
Course Outcome 6	Learning Objectives for Course Outcome 6
6. Transport Canada	6.1 RIV Program 6.2 Importation of New and/or Used Vehicles 6.4 Requirements
Course Outcome 7	Learning Objectives for Course Outcome 7
7. Postal Procedures	7.1 Commercial Mail 7.2 Personal Mail 7.3 Allowances
Course Outcome 8	Learning Objectives for Course Outcome 8
8. Firearms Legislation	8.1 Definitions 8.2 Canada's Firearms Law 8.3 Restricted and Prohibited Firearms 8.4 Non-Resident Requirements
Course Outcome 9	Learning Objectives for Course Outcome 9
9. Officer Powers	9.1 Customs Act and Criminal Code 9.2 Bill C-18 9.3 Impaired Driving Offences 9.4 Outstanding Warrants



	9.5 Possession of Stolen Property 9.6 Abductions
Course Outcome 10	Learning Objectives for Course Outcome 10
10. Enforcement Procedures	10.1 Interview Techniques 10.2 Note Taking and Reports 10.3 Courtroom Preparation 10.4 Behavioural Analysis
Course Outcome 11	Learning Objectives for Course Outcome 11
11. Personal Safety	11.1 Confrontation Management 11.2 Communication Model

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Test 2	35%
Test 1	35%
Test 3	30%

CICE Modifications:

Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.

The Learning Specialist may:

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.
3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date:

December 19, 2019

Addendum:

Please refer to the course outline addendum on the Learning Management System for further information.

