



**I. 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 CICE student, with assistance from a Learning Specialist, will be introduced to and acquire a basic knowledgeable in regard to 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 CICE student, with assistance, will also be able to prepare and complete various commercial documentations.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will demonstrate a basic ability to understand the following topics:

Modules:**1. Orientation/Introduction**

- Overview
- Definitions
- Roles and responsibilities

**2. Foreign Affairs**

- NAFTA
- Export & Import Permits
- Monitor & Control Transborder Flow of Goods

**3. Environment Canada**

- CITES
- Exotic Species
- Export & Import Controls

**4. Health Canada**

- Acts & Regulations
- Reduce Health & Safety Risks to Canadians

**5. Canadian Food Inspection Agency**

- Traveller's Responsibilities
- Permits
- Fees and Services

- 6. Transport Canada**
  - RIV Program
  - Importation of New and/or Used Vehicles
  - Requirements
  
- 7. Postal Procedures**
  - Commercial Mail
  - Personal Mail
  - Allowances
  
- 8. Firearms Legislation**
  - Definitions
  - Canada's Firearms Law
  - Restricted and Prohibited Firearms
  - Non-Resident Requirements
  
- 9. Officer Powers**
  - Customs Act and Criminal Code
  - Bill C-18
  - Impaired Driving Offences
  - Outstanding Warrants
  - Possession of Stolen Property
  - Abductions
  
- 10. Enforcement Procedures**
  - Interview Techniques
  - Note Taking and Reports
  - Courtroom Preparation
  - Behavioural Analysis
  
- 11. Personal Safety**
  - Confrontation Management
  - Communication Model
  
- 12. Introduction to the Commercial Process**

#### **IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

No text required.

**V. EVALUATION PROCESS/GRADING SYSTEM:**

Method of Evaluation:

- In Class Quizzes- 20 percent
- Mid Term Exam- 40 percent
- Final Exam- 40 percent

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

**Note:** For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade.

Students enrolled in Police Foundations or Law and Security

Administration will require a minimum of 60% (C) as a passing grade in each course.

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

## VI. SPECIAL NOTES:

### Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

*It is the departmental policy that once the classroom door has been enclosed, the learning process has begun. Late arrivals will not be granted admission to the room.*

### **Addendum:**

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

**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. 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.

**B. 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.

**C. 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

**D. Evaluation:**

Is reflective of modified learning outcomes.