

## SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

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COURSE OUTLINE

COURSE TITLE: INTRODUCTIONS TO CUSTOMS ADMINISTRATION


CODE NO.: LAS106 SEMESTER: THREE

PROGRAM: LAW AND SECURITY ADMINISTRATION

INSTRUCTOR: FRANK CAPUTO

DATE: SEPTEMBER 1994 PREVIOUS OUTLINE DATED: SEPT. 93

NEW: REVISED: X

APPROVED:  Jf , JJAJ 7\As\ALA Jf~  
 K. Derosario, Dean  
 School of Human Sciences &  
 Teacher Education

DATE y 7^

**\*\*NOTE:** Do not discard this outline. It will be required by other educational institutions if you are attempting to obtain credit for this course.

## **PHILOSOPHY/GOALS**

This course will give the student an overview of the workings and practice of Canadian Customs Administration and operations, as well as Canadian Immigration and its policy and procedures. The course will outline a basic introduction of the Customs Act, Criminal Code offences, Immigration Act, Narcotic Control Act, Excise Tax Act, Excise Act, Anti-Dumping Act, and Customs Tariff Act, as it relates to the Department of National Revenue Customs and Excise. The student will be able to recognize violations, complete appropriate reports and assess penalties.

The concepts of orientation, facilitation, and verification will be emphasized through the course.

## **STUDENT PERFORMANCE OBJECTIVES**

Upon successful completion of this course, the student will be able to:

1. have a working knowledge of rules and regulations that a Customs Inspector uses in his/her administration of duties;
2. develop an understanding of Canadian Immigration and relate it to Customs work;
3. learn to identify various Customs violations, prepare reports and other related enforcement documents;
4. develop an understanding of the GST and Free Trade Agreement, and its repercussions on Canadian society and Canada's economic problems (Cross Border Shopping);
- J. understand the three key components of the course - orientation, facilitation, and verification, and apply them to the workings of a Customs Port;
6. determine their own level of tolerance and the importance of communication skills (KINESICS);
7. help foster and achieve compliance with all legislative provisions for which Customs and Excise has administrative responsibility in an efficient and responsive manner.

ML TOPICS TO BE COVERED

1.
  - a) History of Customs & Excise in Canada (How Customs has evolved),
  - b) Why we need Customs and Immigration at our borders.
2.
  - a) Roles and responsibilities of Customs.
  - b) GST - its impact on Canadians/how it works.
  - c) The Cross Border shopping phenomena.
3. Primary examination skills
4. Six Major Acts Customs Enforces:
  - a) Customs Act
  - b) Immigration Act
  - c) Excise Tax Act
  - d) Customs Tariff Act
  - e) Exise Act
  - f) Anti-Dumping Act
5. Powers of a Customs Inspector
6. Secondary examination skills
7. Search and Seizure
8. Drug Enforcement
9. Effective interpersonal skills (communication)
10. Report preparation/note taking/document completion
11. Customs Commercial System (Harmonized System)
12. Free Trade/Customs 2000

#### **IV. LEARNING ACTIVITIES**

##### **HISTORY OF CUSTOMS & EXCISE IN CANADA**

Upon successful completion of this unit, the student will be able to:

Explain the differences and similarities of Customs & Excise from the first establishment of Customs in Canada to present time;

Discuss why Customs and Immigration is required by Canada.

##### **ROLES AND RESPONSIBILITIES OF CUSTOMS**

Upon successful completion of this unit, the student will be able to:

Explain control of international movement of goods and people;

Discuss collection of duties and taxes;

Distinguish the difference between prohibited and restricted items;

Discuss protection of Canada's economy;

Explain the internal operation of a typical Customs Port;

Identify and discuss the key components of orientation, facilitation, and verification;

discuss departmental priority and explain the Voluntary Compliance Theory;

Explain how the Goods and Services Tax works, and its effect on the importing immunity;

##### **PRIMARY EXAMINATION SKILLS**

Upon successful completion of this unit, the student will be able to:

Demonstrate both lines of questioning (Resident and Non-Resident) in the PiL;

Establish residency of persons seeking admission into Canada, determine purpose of visit, etc.

Discuss what methods are used to obtain information;

Discuss Selective referrals and Mandatory referrals;

Explain Point of Finality;

Determine admissibility of goods.

## **SIX MAJOR ACTS THAT CUSTOMS ENFORCES**

Upon successful completion of this unit, the student will be able to:

Thoroughly discuss all aspects of the Customs Act as it related to the duties of a Customs Inspector;

Discuss aspects of the Immigration Act;

Discuss admissibility of persons seeking admission into Canada;

Discuss aspects of the Excise Tax Act;

Discuss aspects of the Customs Tariff Act;

Discuss aspects of the Excise Act;

Discuss aspects of the Anti-Dumping Act;

Discuss other Acts of Parliament.

## **5.0 POWERS OF A CUSTOMS INSPECTOR**

Upon successful completion of this unit, the student will be able to:

Discuss authority of right to search a person (98);

Discuss authority of right to examine goods (99);

Define definition of Customs Inspector as a Peace Officer under the Criminal Code;

Explain power to take samples and detain controlled goods;

Explain powers of arrest;

Discuss all other related powers.

## **60 SECONDARY EXAMINATION SKILLS**

Upon successful completion of this unit, the student will be able to:

Differentiate between examination, inspection, and search;

Explain arrest procedures;

Demonstrate rights, cautions, secondary warning, and counseling;

Participate in a secondary examination;

Participate in and demonstrate arrest procedures;

Discuss causes for a personal search;

Discuss listening skills and the commandments of good listening;

Participate in and demonstrate frisk procedures;

Explain, re-emphasizing, Point of Finality.

## **7.0 SEARCH AND SEIZURE**

Upon successful completion of this unit the student will be able to:

- Differentiate Civil Action and Criminal Action Allegations;
- Discuss terms of release/penalties;
- Define prohibited and restricted goods.

## **8.0 DRUG ENFORCEMENT**

Upon successful completion of this unit the student will be able to:

- Discuss the DO'S and DONT'S of drug handling
- Observe concealment methods and drug detection;
- Discuss Food and Drug Act, and Narcotic Control Act.

## **9.0 EFFECTIVE INTERPERSONAL SKILLS**

Upon successful completion of this unit the student will be able to:

- Discuss uses of non-verbal communication;
- Discuss communication barriers;
- Identify and explain steps in the communication process;
- Good listening;
- Situation diffusion;
- Discuss how to remove barriers to good communication;
- Apply effective communication techniques in deadline;
- Identify personal tolerance level;

## **10.0 REPORT PREPARATION, DOCUMENT COMPLETION AND NOTE TAKING**

Upon successful completion of this unit the student will be able to:

- Prepare a well-written report;
- Discuss the five W's of report writing;

Explain the importance of timeliness, and accuracy of reports and note taking;

Discuss a properly maintained notebook;

Explain the use of a notebook in court;

Prepare non-commercial Customs documentation;

Calculate duties and taxes;

Explain personal exemptions;

Discuss allowances for returning residents, settlers and seasonal settlers;

Explain "Forced Collection" entries;

Discuss departmental "D" memoranda

## **11.0 CUSTOMS COMMERCIAL SYSTEM**

Upon successful completion of this unit the student will be able to:

Explain the purpose of a customs broker operation and bonded warehouse;

Discuss release documentation requirements;

Discuss release on minimum documentation (RMD), release support system (RSS), and Customs automated data exchange (CADEX);

Explain the basic difference between commercial and personal importations;

Discuss bonded carrier operation.

## **12.0 FREE TRADE AND CUSTOMS 2000**

Upon successful completion of this unit the student will be able to:

Explain the FTA in brief;

Discuss changes of the FTA/reduced tariffs, etc.;

Discuss blueprint for future programs of the Customs 2000 concept;

Explain objectives for future customs activity;

Discuss red door/green door pilot projects.

Cross Border Shopping

**V. EVALUATION METHODS:**

1.	Test	10%
2.	Mid Term	30%
3.	Test	10%
4.	Final	35%
5.	Class Participation	15%
		100%

**VI. GRADING SYSTEM**

90 - 100 = **A+**  
80 - 89 = A  
70 - 79 = B  
60 - 69 = C  
Below 60 = R (Repeat Course)

**NOTE:**

Students must be present (ie. in class) for participation and quiz (marks deducted for inattendance).

There will be no make-up test unless accompanied by a doctor's certificate.

Attendance will be taken.

**VII REQUIRED STUDENT RESOURCES**

Handouts provided

Notebooks

**VIM. SPECIAL NEEDS NOTE**

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.